

# RETURN TO H & S BN FILES

UNITED STATES MARINE CORPS  
HEADQUARTERS AND SERVICE BATTALION  
MARINE CORPS RECRUIT DEPOT  
3800 BELLEAU WOOD  
SAN DIEGO, CALIFORNIA 92140-5199

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BnO 1610.1C  
6A  
23 Feb 99

## BATTALION ORDER 1610.1C

From: Commanding Officer  
To: Distribution List

Subj: PERFORMANCE EVALUATION SYSTEM (PES)

Ref: (a) MCO 1610.7E  
(b) T/O 7211 Jan 99

Encl: (1) Reporting Seniors/Reviewing Officers Matrix  
(2) Marines Assigned to RUC 34024 Matrix

1. Purpose. To publish the procedures for the submission of the fitness reports on Headquarters and Service Battalion (HqSvcBn) Marines per reference (a).

2. Cancellation. BnO 1610.1B

### 3. Information

a. Reference (a) sets forth specific guidance concerning fitness report preparation and reporting senior (RS) and reviewing officer (RO) responsibilities regarding the management of the Performance Evaluation System (PES).

b. Enclosure (1) is provided as a guide to determine reporting seniors (RSs) and reviewing officers (ROs). Using reference (b) as the basis, enclosure (1) identifies RSs and ROs. However, there are local modifications and changes to the T/O, we are not staffed in strict accordance with the T/O, and oftentimes there will be rank differences between the T/O and the Marine who is actually in the billet. Accordingly, enclosure (1) is not meant to be directive. The guidance provided in reference (a) will be used to determine RSs/ROs.

c. Fitness reports that are either reviewed or third officer sighted by either the Commanding General or Chief of Staff will not be forwarded to the battalion.

d. Fitness reports for Marines at Recruiters School are forwarded to Marine Corps Recruiting Command for RO action and do not fall under the purview of this order.

### 4. Procedures

a. In some cases ROs will electronically forward fitness reports to Headquarters, Marine Corps

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(HQMC). In other cases paper copies will be prepared and ROs will forward these reports to the Battalion Adjutant not later than 20 days following the "ending date" of the reporting period.

b. The Adjutant will log the report and review it for completeness and correctness. Fitness reports on enlisted Marines will be forwarded to the Battalion Sergeant Major. Officer reports will be forwarded to the Commanding Officer. Reports will then be forwarded to HQMC.

c. Reports that require corrections will be returned to the RO.

d. Not later than the 20th of each month, each RO, other than the CG and Chief of Staff, will send the following report via E-Mail to the Battalion Adjutant:

"I certify that all fitness reports that are due to HQMC by the last day of (month) have been electronically sent to HQMC or delivered to the Battalion Adjutant."

(If some reports have not been electronically sent to HQMC or delivered to the Battalion Adjutant, add the following:)

"except the following reports:"

<u>MRO NAME</u>	<u>OCCASION</u>	<u>PERIOD</u>	<u>WHY LATE</u>	<u>WILL DELIVER BY (DATE)</u>
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(If no reports are due, submit the following:)

I certify that there are no fitness reports for which I am the Reviewing Officer that are due at HQMC by the last day of (month)"

\_\_\_\_\_  
(Typed Name of RO)

The E-Mail will normally come from the RO himself/herself. If the RO is on leave, TAD, etc. the Marine filling the billet may forward the report with an explanation that the RO is on leave, TAD, etc.

e. At the beginning of each month the Adjutant will send an E-Mail to all ROs that submit reports to the battalion reminding them of the requirement to submit the report by the 20th of the month.

f. HqSvcBn also includes Marines that are assigned throughout the San Diego area. Enclosure (2) provides a matrix reflecting Marines assigned to RUC 34024 and identifies RSs, ROs, and administrative review responsibilities.

## 5. Action

a. Reviewing Officers. Comply with the procedures outlined in this Order and reference (a).

b. Battalion Sergeant Major. Review fitness reports on enlisted Marines and provide comments to the Commanding Officer.

c. Battalion Adjutant

(1) Establish a fitness report tracking system.

(2) Review fitness reports for completeness and correctness. Return reports that require corrections to the RO.

(3) Send an E-Mail at the beginning of each month reminding ROs of the requirement by the 20th of each month to certify that reports have been electronically sent to HQMC or delivered to the Adjutant.

(4) Establish a system to track certification E-Mails from ROs.

(5) Take action on reports returned from HQMC.



P. J. MULLIN

DISTRIBUTION: A



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## REPORTING SENIORS/REVIEWING OFFICERS MATRIX

MARINE REPORTED ON	REPORTING SENIOR	REVIEWING OFFICER
<b>COMMAND SPT GROUP</b>		
COMMANDING GENERAL	CG, MCRC/MCCDC	CMC
CHIEF OF STAFF	CG MCRD	CG MCCDC
STAFF SECRETARY	C/S	CG MCRD
PROTOCOL OFFICER	C/S	CG MCRD
AIDE-DE-CAMP	CG MCRD	CG MCRC
DEPOT SERGEANT MAJOR	CG MCRD	CG MCCDC
EQUAL OPPORTUNITY ADVISOR	CG MCRD	CG MCCDC
COOK SPECIALIST	CG MCRD	CG MCRC
DRIVER	CG'S AIDE	CG MCRD
<b>CHAPLAIN'S OFFICE</b>	<b>(SEE DEPOT ORDER 1610.3A)</b>	
COMMAND CHAPLAIN	CG MCRD	N/A
ASST CMD CHAPLAIN	CMD CHAPLAIN	N/A
SR RELIGIOUS PRG SPECIALIST	CMD CHAPLAIN	N/A
<b>AC/S QUALITY MANAGEMENT</b>		
AC/S QUALITY MANAGEMENT	CG MCRD	CG MCCDC
ASST INSPECTOR	INSPECTOR	C/S
INSPECTION CHIEF	INSPECTOR	C/S
INSPECTION SPECIALIST	INSPECTOR	C/S
<b>PUBLIC AFFAIRS OFFICE</b>		
PUBLIC AFFAIRS OFFICER	C/S	CG MCRD
ASST PAO	PAO	C/S
PUBLIC AFFAIRS CHIEF	PAO	C/S
DEPUTY PAO	PAO	C/S
ENL IN COMM/PUB REL	DEPUTY PAO	PAO
PRESS CHIEF	PAO	C/S
<b>PROVOST MARSHAL OFFICE</b>		
PROVOST MARSHAL (PM)	C/S	CG MCRD
PROVOST SERGEANT	PM	C/S
ADMIN CHIEF	ASST PM	PM
ADMIN CLERK	ASST PM	PM
TRAFFIC CT CITATION CLK	ASST PM	PM
MP OPS OFF/ASST PM	PM	C/S
MP OPS CHIEF	ASST PM	PM
TRAINING SNCO	ASST PM	PM
TRAFFIC ACC INVESTIGATOR	ASST PM	PM
WATCH COMMANDER	ASST PM	PM
DESK SERGEANT	ASST PM	PM
DUTY CLERK	ASST PM	PM
CHIEF CRIM INVESTIGATOR	PM	C/S
CRIMINAL INVESTIGATOR	PM	C/S
CRIME PREVENT/PHYS SEC SPC	PM	C/S
MILITARY DOG HANDLER	ASST PM	PM

ENCLOSURE (1)

## REPORTING SENIORS/REVIEWING OFFICERS MATRIX

MARINE REPORTED ON	REPORTING SENIOR	REVIEWING OFFICER
<b>AC/S G-1</b>		
AC/S G-1	CG MCRD	CG MCCDC
DIRECTOR, CPAC	AC/S G-1	CG MCRD
CPAC CHIEF	DIRECTOR CPAC	AC/S G-1
ENL IN ASSIGNMENT/ORDERS BRANCH	DIRECTOR CPAC	AC/S G-1
OIC, PERM PERS ADMIN BRANCH (PPAB)	AC/S G-1	CG MCRD
ENL IN PPAB	OIC, PPAB	AC/S G-1
OIC, SCHOOLS/SEPS BRANCH	DIRECTOR CPAC	AC/S G-1
ENL IN SCHOOLS/SEPS BRANCH	OIC, SCHOOLS/SEPS BRANCH	DIR, CPAC
OIC, RECRUIT ADMIN BRANCH (RAB)	DIRECTOR CPAC	AC/S G-1
ENL IN RAB	OIC, RAB	DIR, CPAC
HOSPITAL LIAISON CHIEF	OIC SCHOOLS/SEPS BRANCH	DIR, CPAC
MARINES ON W95 ORDERS	OIC, SCHOOLS/SEPS BRANCH	DIR, CPAC
DEPOT CAREER PLANNER	AC/S G-1	CG, MCRD
DEPOT ADJ	AC/S G-1	CG MCRD
DIVISION CHIEF	DEPOT ADJ	AC/S G-1
ENLISTED IN POSTAL	DEPOT ADJ	AC/S G-1
<b>SUBSTANCE ABUSE COUNSELING CENTER</b>		
DIR, SACC (CIVILIAN)	AC/S G-1	
ENL IN SACC	DIR SACC	AC/S G-1
<b>MC COMMUNITY SERVICES</b>		
DIR, SEMPER FIT PROGRAMS	AC/S MCCS	CG MCRD
NCOIC, SEMPER FIT PROGRAMS	DIR, SEMPER FIT PROGRAMS	AC/S MCCS
EDUCATION OFFICER	DIR, SEMPER FIT READINESS	DIR, SEMPER FIT PROGRAMS
FINANCIAL FITNESS SPECIALIST	DIR, PERSONAL SERVICES	DIR, SEMPER FIT PROGRAMS
<b>CISD</b>		
DIRECTOR (CIVILIAN)	C/S	
DEPUTY DIRECTOR	DIRECTOR	C/S
NCOIC	DIRECTOR	C/S
ENL IN MSG CTR	DEPUTY DIR, CISD	DIRECTOR, CISD
OPERATIONS OFFICER	DEPUTY DIR, CISD	DIRECTOR, CISD
ENL IN PROGRAM AND PROCESSING	DIR, PROGRAMMING & PROC	DEPUTY DIR, CISD
ENL IN NETWORK	DIR, NETWORK	DEPUTY DIR, CISD
ENL IN TELEPHONE	DEPUTY DIR, CISD	DIRECTOR, CISD
ENL IN SUPPORT	DIR, SUPPORT	DEPUTY DIR, CISD
<b>G-2/3</b>		
AC/S G-2/3	CG MCRD	CG MCCDC
DEPUTY G-2/3	AC/S G-2/3	CG MCRD
ENL IN ADMIN	DEPUTY G-2/3	AC/S G-2/3
TRAINING OFFICER	AC/S G-2/3	CG MCRD
ENL IN TRNG	TRNG OFFICER	AC/S G-2/3
OPERATIONS OFFICER	AC/S G-2/3	CG MCRD
ENL IN OPS	OPS O	AC/S G-2/3
ENL IN CEREMONIAL DETAIL	OPS O	AC/S G-2/3

ENCLOSURE (1)

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## REPORTING SENIORS/REVIEWING OFFICERS MATRIX

MARINE REPORTED ON	REPORTING SENIOR	REVIEWING OFFICER
<b>TVISC</b>		
DIRECTOR	AC/S G-2/3	CG MCRD
ENL IN TVISC	DIRECTOR TVISC	AC/S G-2/3
<b>MUSEUM</b>		
DIRECTOR/CURATOR (CIV)	AC/S G-2/3	
ENL IN MUSEUM	DIRECTOR/CURATOR	AC/S G-2/3
<b>BAND</b>		
BAND OFFICER	AC/S G-2/3	CG MCRD
ENL IN BAND	BAND OFFICER	AC/S G-2/3
<b>G-4</b>		
AC/S G-4	CG MCRD	CG MCCDC
DEPUTY G-4	AC/S G-4	CG MCRD
LOG PLANS OFFICER	DEPUTY G-4	AC/S G-4
ENL IN G-4	LOG PLANS OFFICER	DEPUTY G-4
LOG CHIEF	DEPUTY G-4	AC/S G-4
<b>SERVICE/SUP DIVISION</b>		
DIRECTOR SVC/SUP	AC/S G-4	CG MCRD
SUPPLY ADMIN/OPS CHIEF	DIRECTOR	AC/S G-4
OPS/PLANS OFFICER	DIRECTOR	AC/S G-4
CLOTHING OFFICER	DIRECTOR	AC/S G-4
ENL IN CLOTHING	CLOTHING OFFICER	DIRECTOR
CONTRACTING OFFICER	DIRECTOR	AC/S G-4
ENL IN CONTRACTING	CONTRACTING OFFICER	DIRECTOR
ORDNANCE OFFICER	DIRECTOR	AC/S G-4
ENL IN ORD BRANCH	ORD OFFICER	DIRECTOR
PROP CONTROL OFFICER	DIRECTOR	AC/S G-4
ENL IN PROP CONTROL	PROP CONTROL OFFICER	DIRECTOR
TRAFFIC MGT OFFICER	DIRECTOR	AC/S G-4
ENL IN TMO	TMO OFFICER	DIRECTOR
<b>FOOD SERVICE DIVISION</b>		
DIRECTOR FOOD SERV DIV	AC/S G-4	CG MCRD
FOOD SVC TECH	DIR FSD	AC/S G-4
OPS OFFICER	DIR FSD	AC/S G-4
ENL IN OPS	OPS O	DIR FSD
ENL IN DF 620	OPS O	DIR FSD
ENL IN DF 569	OPS O	DIR FSD
<b>MOTOR TRANSPORT</b>		
MOTOR TRANSPORT OFFICER	AC/S G-4	CG MCRD
ENL IN MT	MTO	ASST G-4
<b>FACILITIES DIVISION</b>		
DIRECTOR FACILITIES DIV	AC/S G-4	CG MCRD
BILLETING/HOUSING OFFICER	DIR FACILITIES	AC/S G-4
ENL IN BILLETING	BILLETING OFFICER	DIR FACILITIES
PUBLIC WORKS OFFICER (NAVY)	AC/S G-4	CO SW DIV NFEC

ENCLOSURE (1)

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## REPORTING SENIORS/REVIEWING OFFICERS MATRIX

MARINE REPORTED ON	REPORTING SENIOR	REVIEWING OFFICER
<b>FACILITIES DIVISION</b>		
ENL IN PUB WORKS	PUB WKS OFFICER	DIR FACILITIES
FAC MAINT OFFICER	DIR FACILITIES	AC/S G-4
ENL IN MAINTENANCE	FAC MAINT OFFICER	DIR FACILITIES
<b>COMPTRROLLER</b>		
COMPTRROLLER (CIVILIAN)	CG MCRD	
DEPUTY COMPTRROLLER	COMPTRROLLER	C/S
FINANCE OFFICER	COMPTRROLLER	C/S
ENL IN FINANCE	FINANCE OFFICER	COMPTRROLLER
ENL IN RESRCH/EVAL ANAL	MANG ACCT OFFICER	COMPTRROLLER
<b>AC/S RECRUITING</b>		
AC/S RECRUITING	CG MCRD	CG MCRC
DEPUTY AC/S REC	AC/S REC	CG MCRD
ENL IN ADMIN	DEPUTY	AC/S REC
OPS O	AC/S REC	CG MCRD
ASST OPS	OPS O	AC/S REC
ENL IN OPS	OPS O	AC/S REC
MGT INFO OFFICER	OPS O	AC/S REC
QUALITY CONTROL OFFICER	OPS O	AC/S REC
ASST QUAL CONTROL OFFICER	QUALITY CONTROL OFFICER	AC/S REC
ENL IN RLS	QUALITY CONTROL OFFICER	AC/S REC
<b>STAFF JUDGE ADVOCATE</b>		
AC/S SJA	CG MCRD	CG MCCDC
DEPUTY SJA	AC/S SJA	CG MCRD
LEGAL SVC CHIEF	DEPUTY SJA	AC/S SJA
LEGAL ADMIN OFFICER	DEPUTY SJA	AC/S SJA
ENL IN ADMIN SPT	LEGAL ADMIN OFFICER	DEPUTY SJA
CIVIL LAW OFFICER	AC/S SJA	CG MCRD
ENL IN CIVIL LAW	CIVIL LAW OFFICER	AC/S SJA
MJO	AC/S SJA	CG MCRD
TRIAL COUNSEL	MJO	AC/S SJA
ENL IN MIL JUSTICE	MJO	AC/S SJA
LEGAL ASST OFFICER	DEP SJA	AC/S SJA
ENL IN LEGAL ASST	LEGAL ASSIST OFFICER	DEP SJA
CHIEF DEFENSE COUNSEL	REGIONAL DEF COUNSEL	CHIEF DEFENSE COUNSEL OF THE MC
DEFENSE COUNSEL	REGIONAL DEF COUNSEL	CHIEF DEFENSE COUNSEL OF THE MC
ENL IN DEFENSE	CHIEF DEFENSE COUNSEL	REGIONAL DEF COUNSEL
<b>BATTALION</b>		
CO	CG MCRD	CG MCCDC
XO	BN CO	CG MCRD
SGTMAJ	BN CO	CG MCRD
CHAPLAIN	BN CO	N/A
CHAPLAIN ASST	DEPOT CHAPLAIN	N/A
ADJUTANT	BN CO	CG MCRD
ENL IN ADJ	ADJ	BN CO

ENCLOSURE (1)

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## REPORTING SENIORS/REVIEWING OFFICERS MATRIX

MARINE REPORTED ON	REPORTING SENIOR	REVIEWING OFFICER
<b>BATTALION</b>		
S-3 OFFICER	BN CO	CG MCRD
ASST S-3 OFFICER	S-3 OFFICER	BN CO
ENL IN S-3	S-3 OFFICER	BN CO
S-4 CHIEF	BN XO	BN CO
<b>HQ COMPANY</b>		
CO	BATTALION CO	CG MCRD
XO	COMPANY CO	BATTALION CO
1STSGT	COMPANY CO	BATTALION CO
CO GYSGT	COMPANY XO	COMPANY CO
ENL IN CO OFFICE	COMPANY XO	COMPANY CO
<b>SERVICE COMPANY</b>		
CO	BATTALION CO	CG MCRD
XO	COMPANY CO	BATTALION CO
1STSGT	COMPANY CO	BATTALION CO
CO GYSGT	COMPANY XO	COMPANY CO
ENL IN CO OFFICE	COMPANY XO	COMPANY CO

ENCLOSURE (1)

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## MARINES ASSIGNED TO RUC 34024 MATRIX

MRO ASSIGNED TO	REPORTING SENIOR	REVIEWING OFFICER	ADMIN REVIEW
STUDENT, ADVANCED ELECTRONICS SCHOOL (HAEL)	DEPT HEAD, AES (NAVY)	CO, FLETRANCEN (NAVY)	BN CO
PERM PERS ADV ELECTRONICS SCHOOL (HAES)	DEPT HEAD, AES (NAVY)	CO, FLETRANCEN (NAVY)	BN CO
STAFF, DRUG AND ALCOHOL REHAB (HARC)	DEPT HEAD, SARD (NAVY)	DIR, MED SVC (NAVY)	BN CO
FLEET INTEL CENTER (HFIC)	OIC, OPERATIONS BRANCH (NAVY)	CO, FITCPAC	BN CO
COLLEGE DEGREE PROGRAM (HK08)	DEPOT ADJUTANT	AC/S G-1	
SNCO DEGREE COMPLETION PGM (HK28)	DEPOT ADJUTANT	AC/S G-1	
SPAWAR SYSCOM CHESAPEAKE, DET S. D. NAVMASSO (HNMS) MARINE LIAISON ENL NAVMASSO	OIC, NAVMASSO (NAVY) MARINE LNO	AVN LOG HQMC OIC, NAVMASSO (NAVY)	
PEB FORMAL EVAL BOARD (HTB7)	PRESIDENT, PEB	ASST SECNAV, M&RA (SES)	
TACTRAGRU PAC (HTTG)	CO, TACTRAGRUPAC (NAVY)	COMTHIRDFLT (NAVY)	BN CO
SPAWARSYSCOM (HSPA) DEPUTY PROG MGR OFFICER/ENLISTED	PROG MGR NTCSS (NAVY) DEPUTY PROG MGR	HQMC (ASL) PROG MGR, NTCSS (NAVY)	
EXCESS LEAVE LAW (HK17)	DEPOT ADJUTANT	AC/S G-1	
FUNDED LAW (HK51)	DEP DIR, JUDGE ADV DIV, HQMC	SJA TO CMC	
MECEP PREP SCHOOL (HMCP) DIR, MECEP PREP SCOL XO AND DEPT HEADS MATH/SCIENCE INSTRS ENGLISH/HISTORY INSTRS 1STSGT/ADMINO ADMIN STAFF STUDENTS	CG, MCRD DIR, MECEP PREPSCHOL MATH/SCIENCE DEPT HEAD ENGLISH/HISTORY DEPT HEAD XO, MECEP PREPSCOL ADMINO, MECEP PDREPSCHOL XO, MECEP PREPSCOL	CG, MCRD CG, MCRD DIR, MECEP PREPSCOL DIR, MECEP PREPSCOL DIR, MECEP PREPSCOL XO, MECEP PREPSCOL DIR, MECEP PREPSCOL	
MARINE CORPS NON-APPROPRIATED FUNDS AUDIT SVC (HNAF)	DIR, MCNAFAS	HEAD, AUDIT AND REVIEW BRANCH, HQMC	
AUDIT SUPERVISOR, NCOIC, ADMIN SPT	REGIONAL DIRECTOR	DIR, MCNAFAS	
AUDIT TECHS	AUDIT SUPERVISOR	REGIONAL DIRECTOR	
SENIOR MARINE COMNAV REGION SW	AC/S PUBLIC SAFETY	COMNAV REGION SW	BN CO
ENLISTED COMNAV REGION SW	SENIOR MARINE	REGIONAL SECURITY OFFICER	
MARINES IN MED HOLDING PLT	OIC, SCOLS/SEPS BRANCH CPAC	DIR, CPAC	

ENCLOSURE ( )