



UNITED STATES MARINE CORPS

U.S. MARINE CORPS FORCES, EUROPE
U.S. MARINE CORPS FORCES, AFRICA
UNIT 30401
APO AE 09107-0401

MARFOREUR/AFO 1610.1A

G-1

20 Apr 17

U.S. MARINE CORPS FORCES, EUROPE/U.S. MARINE CORPS FORCES, AFRICA ORDER
1610.1A

From: Commander

To: Distribution List

Subj: PERFORMANCE EVALUATIONS

Ref: (a) MCO 1610.7

(b) BUPERSINST 1610.10D

Encl: (1) MARFOREUR/AF Fitness Report Matrix
(2) Marine Corps Fitness Report Due Dates
(3) RO Worksheet
(4) Navy Fitness Report Due Dates
(5) Civilian Appraisal Due Dates

1. Situation. Establish procedures for the submission of fitness reports for U.S. Marine Corps Forces, Europe and Africa (MARFOREUR/AF) personnel.

2. Mission. To ensure that personnel within the command receive timely and accurate fitness reports in compliance with the references, the enclosures, and this Order.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide guidance to reporting officials on the correct reporting chain for all personnel assigned to MARFOREUR/AF and the use of the Automated Performance Evaluation System (A-PES), the Navy's NAVFIT 98A program and civilian annual appraisal's in order to ensure the timely and accurate submission of performance evaluations.

(2) Concept of Operations

(a) The Commander, MARFOREUR/AF is the Reporting Senior (RS) for Colonels, including the Chief of Staff (C/S) and Individual Mobilization Augmented (IMA) Detachment. The commander is also the Reviewing Officer (RO) for select fitness reports written by the deputy commander and C/S.

(b) For all principal and special staff officers refer to enclosure (1) for the assigned RS/RO relationship.

(c) In circumstances deemed appropriate (at the discretion of the C/S) and in compliance with the guidance contained in the references, the C/S will act as the RO for fitness reports when the RS is the same grade as the Marine Reported On (MRO).

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1. This discretionary authority will be used when reviewing fitness reports written on IMA or other temporary augmentees assigned to MARFOREUR/AF.

2. This Order will be cited as the authority for this modification to the reporting chain in Section K of the fitness report per reference (a).

(d) The Assistant Chiefs of Staff (AC/S) of each division are authorized to complete same grade reports. This is not delegated to sub-sections. All other same grade reports will be forwarded to the next senior member in the chain of command.

(e) Active duty can write on reservists of the same grade only if the active duty member is senior to the reservist. If the reservist is senior to the active duty member, the fitness report must be pushed to the next senior grade in the chain of command.

(f) The AC/S of each division will establish RS/RO responsibilities for his or her division.

(g) The officer in charge of a respective sub-section within a particular staff section will be the RS for all personnel under his or her charge.

b. Subordinate Element Missions

(1) Subordinate Unit Commanders and Division AC/Ss

(a) Will notify the G-1 adjutant in any cases that enclosure (2) cannot be adhered to, for reasons to include, but not limited to: relief of RS/RO or cases in which MRO/RS is senior to RS/RO respectively.

(b) Update the fitness report matrix on the MARFOREUR/AF SharePoint at:
<https://eis.usmc.mil/sites/mfe/SitePages/FITREP%20Matrix%20Page.aspx>
The matrix will also pertain to appropriated funds General Schedule (GS) employees who serve as an RS and/or RO.

(2) Adjutant

(a) The adjutant will be available to assist all reporting officials in technical interpretations of reference (a) and the administrative preparation of fitness reports.

(b) The adjutant is responsible for training reporting officials on the A-PES, for the accuracy of reports submitted for administrative review and the proper safeguarding, handling, and mailing (when not done electronically) of fitness reports to Headquarters, U.S. Marine Corps, Manpower Management Records and Performance 32 (MMRP-32).

(c) The adjutant will oversee the accuracy of the fitness report matrix in order to assist command personnel with the preparation and accuracy of fitness reports.

c. Coordinating Instructions

(1) MRO

(a) In cases where the commander or his immediate staff is the RS, the MRO will complete the Marine Reported On Worksheet and forward it to the commander in the A-PES no less than 30 days prior to the end of the reporting occasion.

(b) In cases where neither the RS nor the RO is a Marine Officer, the MRO is responsible for ensuring that his or her completed report is forwarded to the identified senior Marine Officer representative per the fitness report matrix. Additional guidance and a link to the fitness report matrix can be found in paragraph 4 of this Order.

(2) Reporting Officials

(a) Provide to the C/S, via the adjutant, specific justification if arbitration or adjustment to the reporting chain becomes necessary. The C/S will provide the definitive guidance.

(b) RSs must conduct an initial counseling within the first 30 days of a reporting period. At a minimum, RSs must provide initial guidance and billet description.

(c) RSs must conduct office calls with MRO prior to submission of fitness reports.

(d) In cases where the commander is the RO, the report completed by the RS will be forwarded via the A-PES no less than 30 days prior to the end of the reporting occasion. The RS will also complete enclosure (3) and submit via E-Mail to the commander's executive assistant. This E-Mail will serve as catalyst for fitness report processing.

(e) In the case of an adverse report that requires the commander or his immediate staff to serve as the third officer sighter, the RO will provide documentation providing a brief summary of the MRO and the details as required to properly explain the reason for the adverse report. This summary will be sent through E-Mail as an attached Microsoft Word document to the commander's executive assistant. If this report is not forwarded via the A-PES within 30 days of the ending date of the report, include reason for delayed processing.

(3) Senior Marine Representative

(a) Personnel who do not have a Marine as their RS and RO will require a Senior Marine Representative to review their fitness reports. Fitness reports will be sent to the adjutant for review and processing.

1. Personnel whose RS and RO do not have access to A-PES will utilize the Performance Evaluation System (PES) Portable Document Format (PDF) fitness report form located under "Online Applications" on the MMRP-30 website at: <https://www.manpower.usmc.mil/webcenter/portal/MMRP30/>.

2. Students enrolled in a university within the U.S. European Command (EUCOM) and U.S. Africa Command (AFRICOM) Areas of Responsibility (AOR) must include an official letter from the school stating that they are in good standing as an attachment to the fitness report.

Contact the adjutant for a sample fitness report.

3. Upon completion, personnel will scan and E-Mail the fitness report to MARFOREUR/AFG1ADJ2@usmc.mil for review.

(b) Derogatory fitness reports will require a third officer sighting. Fitness reports will be sent to the adjutant for processing.

(4) Command Reviewer. AC/S and senior staff representatives have the responsibility of ensuring fitness reports in their divisions are reviewed for inflated markings, insufficient justifications or unwarranted comments. The C/S and sergeant major may be utilized if warranted.

(5) Personnel Exchange Program (PEP). Marines participating in the PEP in the EUCOM and AFRICOM AOR who do not know their RS and RO are to contact the adjutant.

(a) Aviation (AVN) and Intelligence (Intel) PEPs. Headquarters Marine Corps AVN and Intel will serve as RO.

(b) Ground PEPs

1. Non Marine RSs and ROs must request Marine On-Line permissions from the adjutant in order to utilize the A-PES. If the A-PES cannot be utilized, the fitness report must be completed via hard copy and sent through the adjutant's office.

2. If a Marine is not in the fitness report chain of command, a Senior Marine Representative must review and sign the fitness report. Submit these fitness reports to the adjutant for processing.

(6) Outliers. Outliers, those administratively attached to MARFOREUR/AF, will follow the same procedures as the ground PEP Marines outlined above.

(7) Sailors

(a) All Sailors must request the Navy's NAVFIT 98A program be installed on their computer from G-6 upon check in. This program needs to be installed separately and is required in order to create performance evaluations: 1610/2 (Navy Fitness Report) or either NAVPERS 1616/26 or 1616/27 (Navy Enlisted Evaluations). Updates to this program are regularly required and are not automatic. Notifications of updates are disseminated via Naval Administration and posted on the Navy Personnel Command website.

(b) Official copies of the performance evaluation will be prepared in accordance with reference (b). All performance evaluations, complete with comments, will be prepared on NAVFIT 98A, printed, and routed for signatures in accordance with enclosure (4).

(c) After all signatures are obtained, Navy fitness reports and evaluations will be submitted to the adjutant for further processing. The following must be provided to the adjutant:

1. Both the official hard copy of the performance evaluations and the summary letter (original, no copies). Summary letters are found in the NAVFIT 98A program. The Navy performance evaluation is

considered incomplete if it does not have both NAVPERS form and the summary letter.

2. Performance evaluation and the summary letter must be in a flat standard 9" x 12" envelope with the "From" and "To" mailing labels properly affixed to the envelope. More than one Navy fitness report can be in the same envelope. Ensure the report cannot be seen through the envelope and double envelope if needed. No postage is required as it will be sent via official mail.

3. The envelope will come from:

COMMANDER
U.S. MARINE CORPS FORCES, EUROPE AND AFRICA
UNIT 30401
APO AE 09107-0401

4. The envelope will be addressed to:

COMMANDER
NAVY PERSONNEL COMMAND (PERS-32)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3200

5. The adjutant and the Sailor will retain a copy for files.

(d) Navy personnel who are reported on by the C/S will provide appropriate input to the staff secretary 30 days prior to the ending date of the reporting and counseling period. A performance evaluation will be included with this input.

(e) The adjutant's office will physically send the performance evaluation and summary letter to Navy Personnel Command (PERS-32) at the address listed above.

(f) Midterm Counseling. A midterm counseling must be done six months after an annual Navy fitness report. This is required and the counseling date must be inputted in the actual performance evaluation. The counseling is done by utilizing a blank performance evaluation. The senior rater will go through the performance evaluation with the Sailor and will inform him/her of their attributes and deficiencies.

(g) Senior Raters for Navy Personnel

1. Officers and Senior Enlisted Personnel. The senior raters for Sailors of this rank will be an officer or civilian senior in rank to the Sailor reported on.

2. E-5 and E-6. The senior raters for Sailors of this rank will be an officer in the grade of O-4 or above.

3. E-4 and below. The senior raters for Sailors of this rank will be an officer or enlisted Sailor in the grade of E-7 or above.

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(h) For more information on Navy performance evaluations, visit <http://www.public.navy.mil/bupers-npc/career/performanceevaluation/Pages/default.aspx>.

(8) Civilians. All civilian employees have an annual appraisal (yearly) and a close out appraisal (when employee changes positions, moves to a new agency/activity, and/or the rating official changes). Appraisal due dates for normal or routine annual appraisals can be found in enclosure (5). Performance management for Department of the Navy employees consists of multiple steps taken over the course of an annual appraisal period. The appraisal period by employee category and additional resource information for civilian performance management systems is as follows:

(a) GS. Annual appraisal period is from 1 October to 30 September. Further guidance on submitting an appraisal is located at: <https://portal.secnav.navy.mil/orgs/MRA/DONHR/PerformanceManagement/Pages/default.aspx>.

(b) Non-Appropriated Fund employees. Annual appraisal period is from 1 February to 31 January. Further guidance on submitting an appraisal is located in MCO P12000.11A, Appendix C or at <http://www.mccs-sc.com/res-inf/hr/docs/forms/nafempainstructions.pdf>.

(c) Defense Civilian Intelligence Personnel System employees. Annual appraisal period is from 1 October to 30 September. Further guidance on submitting an appraisal is located at: <http://dcips.dtic.mil/perfmgt.html>.

4. Administration and Logistics. The G-1 is the sponsor for this Order. For questions concerning performance evaluation, contact the MARFOREUR/AF Adjutant at DSN: (314) 431-3576.

5. Command and Signal

a. Command. This Order is applicable to all personnel assigned to MARFOREUR/AF.

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


N. E. NELSON

DISTRIBUTION: A, H

MARFOREUR/AF Fitness Report Matrix

COM/DCOM/CoS			
<u>Billet Description</u>	<u>RS</u>	<u>RO</u>	<u>Comp</u>
DCOM	Commander	Commander	AC
Chief of Staff	Commander	Commander	AC
Deputy C/S (IMA)	COS	Commander	RC
Sergeant Major	Commander	Commander	AC
Aide de Camp	Commander	Commander	AC
Driver	Aide	Commander	RC
G-1			
A C/S, G-1	COS	Commander	AC
G-1 Chief	A C/S, G-1	Commander	AC
Reserve Liaison Officer	COS	DCOM	AR
ADJ	A C/S, G-1	COS	AC
G-1 Ops	A C/S, G-1	COS	AC
EURPAC Director	A C/S, G-1	COS	AC
G-2			
A C/S, G-2	COS	Commander	AC
G-2 Chief	A C/S, G-2	Commander	AC
G-2 Ops	A C/S, G-2	COS	AC
G-3			
A C/S, G-3	Commander	Commander	AC
G-3 Chief	A C/S, G-3	Commander	AC
Deputy A C/S G-3 (IMA)	A C/S, G-3	Commander	RC
Future Ops	A C/S, G-3	Commander	RC
Current Ops	A C/S, G-3	Commander	RC
AFRICOM LNO	A C/S, G-3	Commander	RC
EUCOM LNO	A C/S, G-3	DCOM	RC
G-4			
A C/S, G-4	Commander	Commander	AC
G-4 Chief	A C/S, G-4	Commander	AC
Sustainment OIC	A C/S, G-4	DCOM	RC
Ops and Plans	A C/S, G-4	DCOM	RC
G-5			
A C/S, G-5	Commander	Commander	AC
G-5 SNCOIC	A C/S, G-5	Commander	AC
Deputy A C/S G-5 (IMA)	A C/S, G-5	Commander	RC
Regional Plans-Africa OIC	A C/S, G-5	DCOM	AC
Africa Planner	A C/S, G-5	DCOM	RC
Deliberate Plans OIC	A C/S, G-5	DCOM	AC
Regional Plans-Europe OIC	A C/S, G-5	DCOM	AC
Europe Planner	A C/S, G-5	DCOM	AC
RAO Augment	A C/S, G-5	DCOM	RC

G-6			
A C/S, G-6	COS	Commander	AC
G6 Chief	A C/S, G-6	Commander	AC
Deputy G-6	A C/S, G-6	DCOM	RC
G-8			
<u>Billet Description</u>	<u>RS</u>	<u>RO</u>	<u>Comp</u>
A C/S, G-8	COS	Commander	AC
G8 Chief	A C/S, G-8	Commander	AC
Deputy G-8	A C/S, G-8	DCOM	AC
SPECIAL STAFF			
Staff Secretary	COS	Commander	AC
Asst Staff Secretary	SSec	COS	RC
KLE	COS	DCOM	RC
Staff Judge Advocate	COS	Commander	AC
Deputy SJA	SJA	COS	AC
Deputy SJA (IMA)	COS	DCOM	RC
Public Affairs Officer	COS	Commander	AC
Headquarters Commandant	COS	DCOM	RC
MFE/A Medical Officer	DCOM	Commander	RC
MCE-HOA			
OIC	DCOM	Commander	RC
MCE-NORWAY			
OIC	DCOM	Commander	RC
SPMAGTF-CR			
CO	Commander	Commander	AC
CR SGTMAJ	SPMAGTF-CR-AF CO	Commander	AC
XO	SPMAGTF-CR-AF CO	DCOM	AC
OPS O	SPMAGTF-CR-AF CO	DCOM	AC
ACE CO	SPMAGTF-CR-AF CO	Commander	AC
LCE CO	SPMAGTF-CR-AF CO	Commander	AC
BSRF			
CO	DCOM	Commander	AC
MRF-EUR			
CO	BSRF CO	DCOM	AC
GDP			
GTT OIC	DCOM	Commander	RC
GTT Senioer Enlisted	GTT OIC	DCOM	RC
GTT OpsO	GTT OIC	DCOM	RC
GLT OIC	DCOM	Commander	RC
GLT OpsO	GLT OIC	DCOM	RC
GDP LNO	A C/S G-3	DCOM	RC

Marine Corps Fitness Report Due Dates

CURRENT GRADE	ACTIVE COMPONENT REPORTING PERIOD ENDS LAST DAY OF	RESERVE COMPONENT REPORTING PERIOD ENDS LAST DAY OF	ACTIVE RESERVE COMPONENT REPORTING PERIOD ENDS LAST DAY OF
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 vice annual.



RO Worksheet

U.S. Marine Corps Forces, Europe and Africa



Submit this worksheet to the Staff Secretary for all Marine FITREPs that require the Chief of Staff or Deputy Commander to serve as the Reviewing Officer (RO).

Submit this worksheet to the Executive Assistant for all Marine FITREPs that require the Commander to serve as the Reviewing Officer (RO).

MARINE REPORTED ON (MRO) & REPORTING SENIOR (RS) DATA

MRO Select Lname, Fname, MI Select D-Mmm-YY MRO RANK MRO LAST NAME, FIRST NAME, MI OCCASION MMSB DUE DATE D-Mmm-YY Insert duty description Insert unit DATE FITREP WAS ENTERED IN APES MRO DUTY DESCRIPTION/BILLET MRO'S UNIT

RS Select Lname, Fname, MI RS RANK RS LAST NAME, FIRST NAME, MI RS DUTY DESCRIPTION/BILLET

MRO BACKGROUND INFORMATION

Education Completed Selected (Resident) Enrolled (Non-Res) Career-Level School: Intermediate Level School: Top Level School: Graduate Degree Program (SEP/ADP): Graduate/Adv Degree (Self-Study): JPME Phase I: JPME Phase II:

Command and Joint Experience Completed Selected Unit (if applicable) Name of unit if applicable 05-level Command Full Joint Duty Assignment Name of unit if applicable

Is the MRO designated as a JQO MOS 9702? Yes No N/A

MRO Desired Rank/Grade Appropriate Follow-on Assignment: Insert billet, unit/district BILLET, UNIT

RS PROFILE AND RECOMMENDATIONS

RS Recommendations: Do you recommend the MRO for promotion: Do you recommend appropriate level resident school (CLS/ILS/TLS): Do you recommend appropriate level command slating (05/06):

RS Profile for the Appropriate Rank:

RS High: X.XX RS Average: X.XX RS Low: X.XX Average For This Report: X.XX

For all observed reports of the MRO's rank, I ranked the MRO: XX of XX I recommend the MRO be placed between the bottom XX% and top XX% of the RO's comparative assessment profile.

RS Recommended RO Comments:

- Provide bulletized comments that capture the MRO's performance and abilities.
- Recommended comments should be appropriate to the rank and billet of the MRO.
- For example, limiting bullets to MOS proficiency, troop leadership ability, and physical fitness for a field grade officer filling an important billet on the Group staff are not rank and billet appropriate comments unless the RS's intent is to indicate marginal performance. Comments that would indicate average/above average performance may address strategic communication and leadership ability, how the MRO's accomplishments impacted the MAGTF, critical thinking ability, etc.

Amplifying Information. In your (RS) own words, provide the rationale behind recommended RO comments and other information that will assist the RO with completing the report:

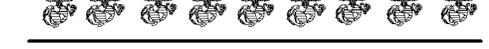
- In your own words, are the recommended RO comments intended to indicate below average/average/above average/superior performance and abilities? Provide an unfiltered assessment.
- Does the MRO intend to retire, separate, or transfer to the reserves?
- Did the MRO overcome a personal or family crisis during the reporting period that demonstrated resiliency, dedication, and/or time management?
- Off duty education? Volunteer service?
- Is MRO's preference for next duty assignment a good fit? Is it rank appropriate?
- Thoughts behind promotion recommendation? With force reductions, is this a Marine you want as your future _____?
- Are you submitting MRO for an award?

REVIEWING OFFICER'S TRUSTED ASSISTANT (TA) ENTRIES

TA Comments:

- Provide administrative remarks regarding the review and the processing of the FITREP.
- Provide information regarding batch processing effects on profile.
- Provide translation of RS percentile recommendation to RO profile distribution.

RO Comparative Assessment Profile (as of 10-Oct-13):

	<u>Value</u>	<u># of Reports</u>	<u>RS Rec</u>	<u>Prev Report</u>
	8	X	<input type="checkbox"/>	<input type="checkbox"/>
	7	X	<input type="checkbox"/>	<input type="checkbox"/>
	6	X	<input type="checkbox"/>	<input type="checkbox"/>
	5	X	<input type="checkbox"/>	<input type="checkbox"/>
	4	X	<input type="checkbox"/>	<input type="checkbox"/>
	3	X	<input type="checkbox"/>	<input type="checkbox"/>
	2	X	<input type="checkbox"/>	<input type="checkbox"/>
	1	X	<input type="checkbox"/>	<input type="checkbox"/>

Navy Fitness Report Due Dates

Month	Officers (All)	Enlisted (All)
JAN	O-3	
FEB	O-2	
MAR	W-5, W-4, W-3	E-5
APR	O-5	E-9
MAY	O-1	
JUN		E-4
JUL	O-6	E-3, E-2, E-1
AUG		
SEP	W-2	E-8, E-7
OCT	O-4	
NOV		E-6
DEC		

1. Applies to all active duty, full time support, and inactive duty reserve personnel.
2. Navy fitness report ending dates are the last day of the month for all officers. Enlisted evaluations ending dates are the 15th day of the month.

Civilian Appraisal Due Dates

Type	Last day of Appraisal Period
GS	30 Sep
NAF	31 Jan
DCIPS	30 Sep

1. Appraisals must be submitted within 30 days after the end of the appraisal period.
2. The above dates are for normal or routine annual appraisals. These dates can change due to unforeseen circumstances (sequestration, etc).
3. Employees are encouraged to collect information for the appraisal, however, the process cannot start prior to the end of the appraisal period. The appraisal must start after the last day of the appraisal period.