



UNITED STATES MARINE CORPS  
15TH MARINE EXPEDITIONARY UNIT  
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Adj  
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MARINE EXPEDITIONARY UNIT BULLETIN 1610

From: Commanding Officer  
To: Distribution List

Subj: PERFORMANCE EVALUATION SYSTEM (PES) MANAGEMENT

Ref: (a) MCO P1610.7F  
(b) IMEFO P5000.2J W/Ch 1

Encl: (1) 15th Marine Expeditionary Unit Evaluation Matrix  
(2) Recommended Reviewing Officer Evaluation Worksheet and Example

1. Purpose. To publish command policy to establish and maintain standardized PES procedures for the 15th Marine Expeditionary Unit (MEU), its attachments, detachments, and its major subordinate elements (MSE) in order to effectively manage the processing of performance evaluations in accordance with the references.

2. Background. The performance evaluation is the primary means for evaluating a Marine's performance and is essential for the promotion, retention, and assignment processes. In order for the PES to be effective, evaluations must be submitted in a timely and accurate manner.

3. Cancellation. Policy Letter 4-11.

4. Action. This Bulletin delineates responsibilities within the command for the execution and oversight of the PES. By obtaining a thorough understanding of this policy and the references, the leadership for the 15th Marine Expeditionary Unit, its attachments and detachments, and the MSEs, will have the ability to effectively evaluate Marines in the rank of sergeant and above. All fitness reports shall be completed in strict accordance with the current edition of reference (a). Additionally, this command will establish and maintain a comprehensive PES Tracking System for all performance evaluations (pending, future, and completed) to heighten the visibility of evaluations command-wide, so that gaps in a Marine's evaluation record are both avoided and eliminated.

a. Command Policy

(1) Reporting Officials. Reporting Seniors (RS) and Reviewing Officers (RO) shall make every effort to ensure that fitness report completion is timed to ensure receipt at Headquarters, U.S. Marine Corps (HQMC) within the timeframes set forth in reference (a). Direct communication between the RS and RO will facilitate timeliness in this regard.

(2) Commanding Officer, 15th MEU as RO. When the Commanding Officer, 15th MEU is the RO, the RS will ensure that fitness report completion is timed to ensure that the report is presented to the RO within 10 working days after the end of the reporting period.

(3) Commanding Officer, 15th MEU as Third Officer Sighter. Reports wherein the Commanding Officer, 15th MEU is the Third Officer Sighter shall be processed expeditiously and a brief written summary of the situation submitted with the report. The written summary may be sent via electronic mail to the Commanding Officer by the RO.

(4) Fitness Report Evaluation Matrix. Enclosure (1) delineates appropriate reporting officials for the primary and special staff within the Command Element and, when composited, the MSE Commanders. Command Element Staff Sections shall establish a reporting matrix within their sections and submit a copy to the 15th MEU Adjutant for inclusion in a more detailed fitness report evaluation matrix of reporting officials and Marines Reported On (MROs) to catalog all sergeants and above assigned or attached to the 15th MEU Command Element. MSEs shall establish and maintain an evaluation matrix of reporting officials and MROs within their commands and submit a copy to the 15th MEU Adjutant.

(5) Corrective Action. Reports that require correction will be expeditiously identified and returned to the appropriate reporting officials for correction.

(6) Command Review. All fitness reports shall undergo a Command Review. RS's shall submit fitness reports to the Command Reviewer in the Automated PES (APES) as outlined below for a period of no more than 5 working days.

(a) Command Element

1. Officer Reports. Command Review for all officer evaluations shall be completed by the 15th MEU Executive Officer.

2. Enlisted Reports. Command review for all enlisted reports shall be completed by the 15th MEU Sergeant Major.

(b) MSEs. MSEs shall establish policy for Command Review within their commands for all other reports not mentioned below.

1. Officer Reports. For all officer evaluations where the 15th MEU Commanding Officer will serve as an RO, the Command Review shall be completed by the 15th MEU Executive Officer.

2. Enlisted Reports. For all enlisted evaluations where the 15th MEU Commanding Officer will serve as an RO, the Command Review shall be completed by the 15th MEU Sergeant Major.

(7) U.S. Navy Personnel. The Commanding Officer, 15th MEU will be the RS for the Chaplain, 15th MEU. The Chaplain will be the Rater and the Executive Officer, 15th MEU will be the RS for the 15th MEU, Religious Program Specialist. For enlisted medical personnel assigned to the 15th MEU

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Command Element, the Executive Officer, 15th MEU will serve as the Senior Rater and the Commanding Officer, 15th MEU will serve as the RS.

b. Tasks

(1) 15th MEU Executive Officer. Serve as Command Reviewer for all officer reports with the Command Element and all officer reports for the MSEs where the Commanding Officer, 15th MEU is the RO.

(2) 15th MEU Sergeant Major. Serve as Command Reviewer for all enlisted reports with the Command Element and all enlisted reports for the MSEs where the Commanding Officer, 15th MEU is the RO.

(3) 15th MEU Adjutant. The Adjutant is responsible for the overall management of the command's PES and shall:

(a) Conduct joint audits with all personnel joining the Command Element for permanent or temporary duty to ensure all fitness report periods are accounted for up to the time they report for duty with the 15th MEU. Conduct annual audits thereafter and a final audit upon check-out from the command.

(b) Provide PES assistance to all personnel within the command who receive performance evaluations and those who are PES reporting officials.

(c) Develop and implement the command's PES tracking system for all Command Element sergeants and above. Provide oversight on MSE PES tracking systems.

(d) Develop and maintain a detailed fitness report matrix to catalog all sergeants and above assigned or attached to the 15th MEU Command Element.

(e) Publish monthly reports to the Commanding Officer, Executive Officer, Sergeant Major, and staff to maintain visibility of pending evaluations, future evaluations, and missing evaluations (date gaps) for any Marine Reported On (MRO) within the command.

(f) Develop professional military education training program and provide annual training on the PES to all sergeants and above within the command. Training shall include the contents of the reference, with specific emphasis on the following: reporting officials and Marine Reported On (MRO) responsibilities, RS and RO Profiles, the Master Brief Sheet (MBS) and Official Military Personnel File (OMPF), reporting occasions and annual report schedule, date gaps and the "Fitness Report Status" tracking system located on the MMSB website,

(g) Educate the command when significant changes take place that affect the PES within the command (i.e., PES Manual changes, unit composite/decomposite, et cetera).

(4) MSE Commanders. MSE Commanders shall ensure strict compliance with the references and this policy and establish their own reporting officials matrix and tracking procedures within their commands.

(5) 15th MEU Command Element, attachments/detachments, and MSE Reporting Officials. Officers serving as either an RS or RO shall:

(1) Process all performance evaluations in strict compliance with the reference and with a focus on both accuracy and timeliness.

(2) Serve as RS/RO for personnel according to enclosure (1) and detailed matrix published by the 15th MEU Adjutant or MSE command.

(3) When serving as an RS, ensure all MROs input an MRO Worksheet (MROW) into the APES and that the MROW is updated throughout the reporting period by both the MRO and the RS.

(4) Per paragraph 2004.3D of reference (a), RS's shall ensure the accuracy of each reporting period and identify any performance evaluation date gaps each time an evaluation is initiated. Additionally, the RS shall assist the MRO in resolving date gaps per paragraph 8009 of reference (a).

(5) When serving as an RS, submit completed evaluations to the RO within 15 days of the ending date of the evaluation. All evaluations are due to Headquarters Marine Corps (HQMC) not later than 30 days from the ending date. An RS evaluation that is not provided to the RO within 15 days of the ending date will be considered late by this command.

(6) When serving as an RS, provide an electronic or paper copy of enclosure (2) to the RO. To aid in completing the RO Evaluation Worksheet, an updated version of the RS's Profile can be obtained instantly via the RS/RO's OMPF on Marine Online.

(7) When serving as a RO, submit completed evaluations to HQMC within 30 days of the ending date of the evaluation. When RSs submit evaluations to the RO more than 15 days after the ending date of the evaluation, the RO shall counsel the RS and should take the late submission into consideration when evaluating the RS as an MROW in Section H, Item 1 (Fulfillment of Evaluation Responsibilities) of the RS's next evaluation.

5. Applicability. This Bulletin is applicable to all personnel permanently assigned, or temporarily attached, to the 15th MEU and its MSEs and is effective the date signed. Questions concerning this policy shall be addressed to the 15th MEU Adjutant.

  
S. D. CAMPBELL

DISTRIBUTION: A

15th Marine Expeditionary Unit Evaluation Matrix

MARINE REPORTED ON	REPORTING SENIOR	REVIEWING OFFICER
CO, 15TH MEU	DCG, I MEF	CG, I MEF
DEPLOYED	DCG, I MEF	CG, I MEF
XO, 15TH MEU	CO, 15TH MEU	DCG, I MEF
15TH MEU, SGTMAJ	CO, 15TH MEU	DCG, I MEF
ADJUTANT/S-1 OFFICER	XO, 15TH MEU	CO, 15TH MEU
PUBLIC AFFAIRS OFFICER	XO, 15TH MEU	CO, 15TH MEU
15TH MEU CHAPLAIN	CO, 15TH MEU	N/A
STAFF JUDGE ADVOCATE	XO, 15TH MEU	CO, 15TH MEU
DISBURSING OFFICER <sup>1</sup>	XO, 15TH MEU	CO, 15TH MEU
CAREER PLANNER <sup>1</sup>	ADJ	XO, 15TH MEU
S-2 OFFICER	XO, 15TH MEU	CO, 15TH MEU
ASSISTANT S-2 OFFICER	S-2 OFFICER	XO, 15TH MEU
RADIO BN DET OIC <sup>2</sup>	S-2 OFFICER	XO, 15TH MEU
INTEL BN DET OIC <sup>2</sup>	S-2 OFFICER	XO, 15TH MEU
S-3/OPERATIONS OFFICER	CO, 15TH MEU	DCG, I MEF
ASSISTANT OPSO	OPERATIONS OFFICER	CO, 15TH MEU
AIR OFFICER	OPERATIONS OFFICER	CO, 15TH MEU
ASSISTANT AIR OFFICER	AIR OFFICER	OPERATIONS OFFICER
FIRE SUPPORT OFFICER	OPERATIONS OFFICER	CO, 15TH MEU
TARGET INFO OFFICER	FIRE SUPPORT OFFICER	OPERATIONS OFFICER
NBC OFFICER	OPERATIONS OFFICER	CO, 15TH MEU
AT/FP OFFICER	ASSISTANT OPSO	OPERATIONS OFFICER
FUTURE OPSO <sup>2</sup>	OPERATIONS OFFICER	CO, 15TH MEU
CIV-MIL OPERATIONS OFFICER <sup>1</sup>	OPERATIONS OFFICER	CO, 15TH MEU
MRF COMMANDER <sup>1</sup>	CO, 15TH MEU	COS, I MEF
ANGLICO DET OIC <sup>1</sup>	OPERATIONS OFFICER	CO, 15TH MEU
FORCE RECON PLT CMDR <sup>1</sup>	CO, 15TH MEU	COS, I MEF
S-4 OFFICER	XO, 15TH MEU	CO, 15TH MEU
ASSISTANT S-4 OFFICER	S-4 OFFICER	XO, 15TH MEU
EMBARKATION OFFICER	S-4 OFFICER	XO, 15TH MEU
SUPPLY OFFICER	S-4 OFFICER	XO, 15TH MEU
HEADQUARTERS CMDT	XO, 15TH MEU	CO, 15TH MEU
LOGISTICS PLANNER <sup>1</sup>	S-4A	S-4 OFFICER
FINANCIAL MANAGEMENT OFFICER <sup>1</sup>	SUPPO	S-4 OFFICER
MEDICAL PERSONNEL	XO, 15TH MEU	CO, 15TH MEU
S-6 OFFICER	XO, 15TH MEU	CO, 15TH MEU
ASSISTANT S-6 OFFICER	S-6 OFFICER	XO, 15TH MEU
EKMS CHIEF	XO, 15TH MEU	CO, 15TH MEU
JTFE DET OIC <sup>1, 2</sup>	S-6 OFFICER	XO, 15TH MEU
CO, ACE <sup>1</sup>	CO, 15TH MEU CO	DCG, I MEF
CO, BLT <sup>1</sup>	CO, 15TH MEU CO	DCG, I MEF
CO, CLB <sup>1</sup>	CO, 15TH MEU CO	DCG, I MEF

<sup>1</sup> Reporting chain upon change of operational control (CHOP)

<sup>2</sup> In absence of JTFE Det OIC, the S-6A will be the RS of the JTFE Det.

\*Each MSE and section will establish Reporting Seniors for their Sergeants or higher. The Reviewing Official is established by this enclosure (RS of the MRO's RS).

Recommended Reviewing Officer Evaluation Worksheet and Example

1610 \_\_\_\_\_ <date>

From: \_\_\_\_\_ <RS Name/Billet>, \_\_\_\_\_ <Unit>  
To: \_\_\_\_\_ <RO Name/Billet>, \_\_\_\_\_ <Unit>

Subj: RECOMMENDED REVIEWING OFFICER EVALUATION IN CASE OF \_\_\_\_\_  
\_\_\_\_\_ <RANK FNAME MI. LNAME XXXX/XXXX USMC>

1. Report and Reporting Senior (RS) Information

a. Fitness Report Information

- (1) Report average: \_\_\_\_\_
- (2) Relative rank against RS Profile: \_\_\_\_\_
- (3) Estimated relative value of report: \_\_\_\_\_

b. RS Profile for \_\_\_\_\_ <rank>

- (1) Report High: \_\_\_\_\_
- (2) Report Avg: \_\_\_\_\_
- (3) Report Low: \_\_\_\_\_

2. Recommended Section K Remarks

a. Item K.1. Observation:

SUFFICIENT [ ]                      INSUFFICIENT [ ]

b. Item K.2. Evaluation:

CONCUR [ ]                      DO NOT CONCUR [ ]

c. Item K.3. Comparative Assessment:

THE EMINENTLY QUALIFIED MARINE	[ ]
ONE OF THE FEW	[ ]
EXCEPTIONALLY QUALIFIED MARINES	[ ]
ONE OF THE MANY HIGHLY QUALIFIED	[ ]
PROFESSIONALS WHO FORM THE	[ ]
MAJORITY OF THIS GRADE	[ ]
A QUALIFIED MARINE	[ ]
UNSATISFACTORY	[ ]

d. Item K.4. RO Comments: <recommendation regarding potential for retention, promotion and assignment to billets of increased responsibility> \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Additional comments. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

