



UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
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1610
Adj
31 Mar 11

POLICY LETTER 4-11

From: Commanding Officer, 15th Marine Expeditionary Unit
To: Distribution List

Subj: 15TH MARINE EXPEDITIONARY UNIT 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) 15th Marine Expeditionary Unit Reviewing Officer
Worksheet
(3) I Marine Expeditionary Force Reviewing Officer
Worksheet
(4) Electronic Master Brief Sheet Instructions

1. Purpose. 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. Information. By obtaining a thorough understanding of this policy letter 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. 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 all evaluations command-wide, so that none are missed and so that gaps in a Marine's evaluation record are both avoided and eliminated.

4. Action

a. 15th MEU Adjutant. The Adjutant is responsible for the overall management of the command's PES to include:

(1) Providing PES assistance to all personnel within the

Subj: 15TH MARINE EXPEDITIONARY UNIT PERFORMANCE EVALUATION
SYSTEM (PES) MANAGEMENT

command who receive performance evaluations, and those who are PES Reporting Officials. The Adjutant will also educate the command when significant changes take place (i.e. PES Manual changes, unit composite/decomposite, et cetera).

(2) Develop, implement, and provide training in the command's PES Tracking System. Ensure all personnel involved in the PES have access to view the PES Tracking System and can navigate through it to track their reports.

(3) Provide monthly PES 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.

b. 15th MEU Command Element, attachments/detachments, and MSE Reporting Officials. Officers serving as either a Reporting Senior (RS) or Reviewing Officer (RO) will:

(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 all personnel according to enclosure (1).

(3) When serving as an RS, ensure all MROs input an MRO Worksheet into the Automated PES (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), RSs will ensure the accuracy of each reporting period and identify any performance evaluation date gaps each time an evaluation is initiated. Additionally, the RS will 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 the 15th MEU RO Worksheet or I MEF RO Worksheet, enclosures (2) and (3), to the RO. To aid in completing the RO Worksheet, an updated version of the RS's Profile can be obtained instantly via electronic mail by following the instructions provided in enclosure (4).

(7) Senior Leader Review (SLR)

(a) Command Element. For all enlisted evaluations, prior to submission to the RO, a Senior Leader Review (SLR) will be

Subj: 15TH MARINE EXPEDITIONARY UNIT PERFORMANCE EVALUATION
SYSTEM (PES) MANAGEMENT

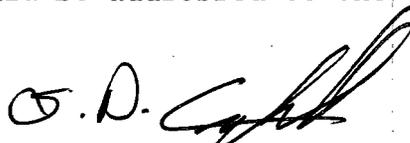
completed and documented on the 15th MEU RO Worksheet. SLR for all officer evaluations will be completed by the 15th MEU Executive Officer. SLR for all enlisted evaluations will be completed by the 15th MEU Sergeant Major. The RS will provide a paper copy of the evaluation along with the 15th MEU RO Worksheet to the 15th MEU Executive Officer/Sergeant Major in order to have the SLR completed and the evaluation submitted to the RO within 15 days of the ending date.

(b) MSEs. For all officer evaluations where the 15th MEU Commanding Officer will serve as an RO, the SLR will be completed by the 15th MEU Executive Officer. For all enlisted evaluations where the 15th MEU Commanding Officer will serve as an RO, the SLR will be completed by the 15th MEU Sergeant Major. The RS will provide a paper or electronic copy of the evaluation along with the 15th MEU RO Worksheet to the appropriate Senior Leader in order to have the SLR completed and the evaluation submitted to the RO within 15 days of the ending date.

(8) 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 will 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.

c. 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 RO for the 15th MEU, Religious Program Specialist.

5. Any questions and recommendations regarding the performance evaluation management policy should be addressed to the 15th MEU Adjutant.


S. D. CAMPBELL

DISTRIBUTION: A

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
HEADQUARTERS CMDT	XO, 15TH MEU	CO, 15TH MEU
DISBURSING OFFICER	XO, 15TH MEU	CO, 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	S-2 OFFICER	XO, 15TH MEU
INTELLIGENCE DET OIC	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
MP DET COMMANDER	AT/FP OFFICER	ASSISTANT OPSO
LAAD DET OIC	AT/FP OFFICER	ASSISTANT OPSO
ANGLICO DET OIC	OPERATIONS OFFICER	CO, 15TH MEU
RECON DET OIC	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
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	S-6 OFFICER	XO, 15TH MEU
CO, ACE	CO, 15TH MEU CO	DCG, I MEF
CO, BLT	CO, 15TH MEU CO	DCG, I MEF
CO, CLB	CO, 15TH MEU CO	DCG, I MEF

*Italics indicates reporting chain upon change of operational control (CHOP)

*In absence of JTFE Det OIC, the Assistant S-6 Officer 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).



UNITED STATES MARINE CORPS
 I MARINE EXPEDITIONARY FORCE, FMF
 BOX 55300
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1610
 SSEC

From: Commanding Officer, XXXXXXXX
To: Commanding General, I MEF

MRO Rank, Last Name, Initials:
Occasion: Fitrep "From"/"To"

OBSERVATIONS/COMMENTS: Word picture here for further discussion in addition to section I comments.

"Christmas Tree" Marking Recommendation

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	[]
Qualified Marine	[]
Unsatisfactory	[]

Recommended RO Comments: Recommend comments: recommendation regarding command, assignment to PME or specific assignments. Performance relative to peers. Declarative statement on MRO and statement of worth to the Marine Corps.