



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

1610

G-1

JUL 02 2012

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 2-12

From: Commander, Marine Corps Installations Command
To: Distribution List

Subj: FITNESS REPORT SUBMISSION PROCEDURES

Ref: (a) A-PES User Manuals
(b) MCO P1610.7F
(c) BUPERSINST 1610.10B

Encl: (1) Reporting Matrix
(2) Reporting Senior Worksheet
(3) Reviewing Officer Worksheet

1. Situation. The Commander, Marine Corps Installations Command (MCICOM), with the dual role as the Commanding General (CG), Marine Corps National Capital Region Command (MCNCRC) has reporting senior (RS), reviewing officer (RO), and third officer sighting responsibilities. Additionally, the Deputy Commander (DEP CDR), MCICOM, and Chief of Staff (COS), MCICOM have those same responsibilities within MCICOM.

2. Mission. Publish procedures and standards for the submission of fitness reports within MCICOM when the Commander, DC, or COS is the reporting senior (RS), reviewing officer (RO), or the third officer sighted.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Ensure timely and accurate submission of fitness reports.

(b) Provide procedures for preparation and submission of reports to the Commander, DEP CDR, and COS of MCICOM or MCNCRC.

(2) Concept of Operations. This policy will be used to guide all personnel in the creation and submission of fitness reports to the Commander, DEP CDR, or COS for MCICOM and MCNCRC.

b. Subordinate Command and MCICOM Staff Mission. Create and submit reports in compliance with this Policy and the references.

c. Coordinating Instructions

Subj: FITNESS REPORT SUBMISSION PROCEDURES

(1) The Commander, DEP CDR, and COS for MCICOM will execute RS and RO responsibilities for personnel filling billets as annotated in enclosure (1). The reporting matrix in enclosure (1) will be updated semi-annually or as required.

(2) The Automated Performance Evaluation System (A-PES), accessible through Marine OnLine (MOL), is mandatory for the creation/submission of all Marine Corps officer reports, per reference (a).

(3) In addition to the procedures outlined in reference (b), following completion of Section K, the RS will provide a copy of the report to the Marine Reported On (MRO).

(4) Fitness reports for U.S. Navy officers for which the Commander or COS is the RS will be completed in accordance with reference (c) and submitted to the Aide-de-camp, MCICOM. A hardcopy will be used since the Navy Fitness Report system is not compatible with A-PES. Once signed, the Aide-de-camp will return the signed fitness reports to the originating section for submission to the Bureau of Naval Personnel via mail.

4. Administration and Logistics

a. Reporting Senior

(1) Commander. When the Commander, MCICOM is the RS, adhere to the following:

(a) Per reference (a), MRO will create a report using the MRO Worksheet (MROW) and submit the report digitally, via A-PES. MROW should be created at beginning of reporting period to help develop MRO's billet description and RS's expectations. MROW will be finalized prior to the end-date of the reporting period to summarize MRO's major billet related accomplishments.

(b) The MRO will complete the MROW in accordance with (IAW) the following:

1. Colonels. Complete Section A. Additionally the MRO will provide information for the addendum page to include section (2) of enclosure (2), billet accomplishments for the reporting period and a current biography submitted electronically via digitally encrypted e-mail to the MCICOM Aide-de-camp as the trusted assistant.

2. Lieutenant Colonels and below. Complete MROW IAW the references. The MRO will also provide information for section (2) of the MCICOM RO Worksheet, enclosure (2), and a current biography submitted electronically via digitally encrypted e-mail to the MCICOM Aide-de-camp as the trusted assistant.

(2) Deputy Commander and Chief of Staff. When the DEP CDR or COS is the RS adhere to the following:

Subj: FITNESS REPORT SUBMISSION PROCEDURES

(a) Per reference (a), MRO will create a report using the MRO Worksheet (MROW) and submit the report digitally, via A-PES prior to the end-date of the reporting period.

(b) The MRO will also provide information for section (2) for the MCICOM RO Worksheet, enclosure (3), submitted electronically via digitally encrypted e-mail to the MCICOM Aide-de-camp as the trusted assistant.

b. Reviewing Officer. When the Commander, Deputy Commandant, Installation & Logistics (DC I&L) or COS is the RO for the report, adhere to the following:

(1) The RS will submit the RS completed report digitally, via A-PES, to the RO no later than 15 calendar days following the last day of the reporting period.

(2) The RS will complete the MCICOM recommended RO comments/marks IAW enclosure (3), submitted electronically via digitally encrypted email, to the MCICOM Aide-de-camp. The RS will ensure that his current average, low and high marking for the rank reported on is current as of that fitness report. This information can be immediately obtained through MOL.

(3) Reports with errors will be returned, via A-PES, to the RS for correction(s). The needed correction(s) will be annotated in the notes section of the fitness report.

c. 3rd Officer Sighting. When the Commander, DC I&L, or COS is the 3rd Officer Sighted, adhere to the following:

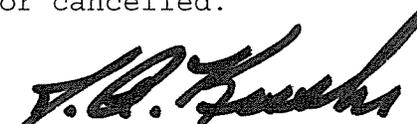
(1) Submit completed fitness report to the appropriate 3rd Sighting Officer.

(2) Provide draft comments electronically via digitally encrypted email, to the MCICOM Aide-de-camp.

5. Command and Signal

a. Command. This policy is applicable to all commands within Marine Corps Installations Command and Marine Corps National Capital Region Command.

b. Signal. This policy is effective the date signed and will remain in effect until superseded or cancelled.


J. A. KESSLER

DISTRIBUTION: B

**MCICOM HQ
Senior Leader
FITREP MATRIX FY2012**

AS OF: 18 June 2012

COMMAND/ DEPARTMENT TITLE	MRO		ANNUAL REPORT DUE		RS	RO
	Billet	Rank	Name	ACTIVE COMPONENT		
MCICOM HQ (DC I&L Reporting Senior)						
Commander	MajGen	Kessler, James			DC, I&L	DC, I&L
MCICOM HQ (COMMCICOM Reporting Senior)						
Chief of Staff	Col	Broughton, Allen	May		COMMCICOM	DC, I&L
Aide	Capt	Murphy, Lindsay	May		COMMCICOM	DC, I&L
G-1	LtCol (Sel)	Germano, Kate	May		COMMCICOM	DC, I&L
G-3	Col	Reed, John	May		COMMCICOM	DC, I&L
G-4	Col	Amey, Aaron		Jul	COMMCICOM	DC, I&L
G-8		Vacant			COMMCICOM	DC, I&L
G-8 Installation PEB	LtCol	Bess, Damian	May		Mr. Stringer	COMMCICOM
G-F	CAPT USN	Edmonds, Antonio	Jul		COMMCICOM	NA
IG		Vacant			COMMCICOM	DC, I&L
Chaplain		Vacant			COMMCICOM	NA
SgtMaj	SgtMaj	Ploskonka Jr, John	Sep		COMMCICOM	DC, I&L
G-4/SS	CAPT USN	Hite, Linda	Jul		COMMCICOM	NA
MCICOM HQ (COMMCICOM Reviewing Officer)						
Acting G-1	LtCol	White, Raymond	May		COS	COMMCICOM
SJA	LtCol	Schimpf, Paul	May		COS	COMMCICOM
MCICOM HQ (COS Reviewing Officer)						
G-3/5/7 Deputy Director	LtCol	Roe, Christopher	May		G-3	COS
G-3 Special Projects		Vacant			G-3	COS
G-3 Director of Aviation		Vacant			G-3	COS
G-1 Admin Chief	MSgt	Leon, David	Jun		G-1	COS
EO	GySgt	Hamilton, Kennetta	Jun		COS	COMMCICOM
Admin Chief	SSgt	Brennan, Christopher		Sep	Mr. Campbell	COS

MCICOM HQ
Overall
FITREP MATRIX FY2012

AS OF: 18 June 2012

COMMAND/ DEPARTMENT TITLE	MRO		ANNUAL REPORT DUE		RS	RO
	Billet	Rank	Name	ACTIVE COMPONENT		
Commander	MajGen	Kessler, James			DC, I&L	DC, I&L
Chief of Staff	Col	Broughton, Allen	May		COMMCICOM	DC, I&L
Aide	Capt	Murphy, Lindsay	May		COMMCICOM	DC, I&L
G-1	LtCol (Sel)	Germano, Kate	May		COMMCICOM	DC, I&L
Acting G-1	LtCol	White, Raymond	May		COS	COMMCICOM
Admin Chief	SSgt	Brennan, Christopher		Sep	Mr. Campbell	COS
G-1 Admin Chief	MSgt	Leon, David	Jun		G-1	COS
EO	GySgt	Hamilton, Kennetta	Jun		COS	COMMCICOM
G-1	WO	Tassin, Stephen		Oct	Mr. Golinski	G-1
G-1	Sgt	Henderson, Dexter		Sep	Ms. Provost-Brown	G-1
G-1	Sgt	Vensel, Raymond	Mar		Mr. Mitchell	G-1
G-1	SSgt	Leal, Rebecca	Dec		Mr. Golinski	G-1
G-1	SSgt	Pellegrino, Obed		Sep	Mr. Golinski	G-1
G-1	SSgt	Jackson, Peter	Dec		Ms. Provost-Brown	G-1
G-3	Col	Reed, John	May		COMMCICOM	DC, I&L
G-3/5/7 Deputy Director	LtCol	Roe, Christopher	May		G-3	COS
G-3/5/7 Watch Officer	LtCol	Kettell, Stephen		Jun	G-3	COS
G-3 Special Projects		Vacant			G-3	COS
G-3 Director of Aviation		Vacant			G-3	COS
G-5	Maj	McNair, Tony	May		Mr. Paulovich	G-3
G-5	LCdr USN	Cross, Titania	Oct		Mr. Paulovich	G-3
G-7	Maj	Roberts, Michael	May		Ms. Landers	G-3
G-4	Col	Amey, Aaron		Jul	COMMCICOM	DC, I&L
G4/SS	CAPT USN	Hite, Linda	Jul		COMMCICOM	NA
G4/2	GySgt	Green, James	Jun		Mr. Gough	G-3
G4/2	Sgt	Rivera, Bobby	Mar		Mr. Gough	G-3
G4/3	LtCol	Rogers, Jay	May		Mr. Smith	G-3
G4/3	Capt	Glinsky, John	May		LtCol Rogers	G-3
G4/3	MGySgt	Velloza, Brian	Sep		LtCol Rogers	G-3
G4/3	GySgt	Blankenship, Rickey	Jun		LtCol Rogers	G-3
G4/3	GySgt	Dixon, Leann	Jun		LtCol Rogers	G-3
G-8		Vacant			COMMCICOM	DC, I&L
G-8 Installation PEB	LtCol	Bess, Damian	May		Mr. Stringer	COMMCICOM
G-F	CAPT USN	Edmonds, Antonio	Jul		COMMCICOM	NA
GF1	Capt	Hewett, Brendan*	Jun		Mr. Heinrichs	G-F
GF2	Capt	Carr, Maureen*	Jun		Mr. Welborn	G-F
GF3	LtCol	Burke, Dennis*	July		Mr. Kass	G-F
GF4	LtCol	Holmquist, Tyler*		Jun	Mr. Sanders	G-F
GF4		Vacant			CAPT Edmonds	G-F
GF5	Maj	D'Agostino, Matt*		Sep	Mr. Sakai	G-F
GF5	Maj	Dietz, John*	May		Mr. Sakai	G-F
GF6	Maj	Marcelis, Andrew*	May		Mr. Omans	G-F
GF6	Capt	Devine, Brendan*	May		Mr. Omans	G-F
GF7	Maj	Wohlfeld, Marla*	May		Dr. Goodfellow	G-F
SJA	LtCol	Schimpf, Paul	May		COS	COMMCICOM
IG		Vacant			COMMCICOM	DC, I&L
Chaplain		Vacant			COMMCICOM	NA
SgtMaj	SgtMaj	Ploskonka Jr. John	Sep		COMMCICOM	DC, I&L
*Marine Officer Admin Review Required						

**MCB QUANTICO
FITREP MATRIX**

AS OF: 18 June 2012

COMMAND	MRO		ANNUAL REPORT DUE		RS	RO
Billet	Rank	Name	ACTIVE COMPONENT	RESERVE COMPONENT		
MCB Quantico						
Commanding Officer	Col	Maxwell, David	May		COMMCICOM	DC, I&L
Chief of Staff	Col	Anderson, Roarke	May		CO MCBQ	COMMCICOM
Sergeant Major	SgtMaj	Brown, Laura L.	Sep		CO MCBQ	COMMCICOM
H&S BN	Col	Brennan, James	May		CO MCBQ	COMMCICOM
Security BN	Col	Neulen, Barry	May		CO MCBQ	COMMCICOM
AC/S G-7	Col	McKenzie, Frank	May		CO MCBQ	COMMCICOM

**MCIEAST
FITREP MATRIX**

AS OF: 18 June 2012

COMMAND	MRO		ANNUAL REPORT DUE		RS	RO
	Billet	Rank	Name	ACTIVE COMPONENT		
MCIEAST HQ						
Commanding General	BGen	Gorry, Thomas	Jun		COMMCICOM	DC, I&L
Deputy Commander	Col	Thacker, Darrell	May		CG MCIEAST	COMMCICOM
Sergeant Major	SgtMaj	Hoopii, Ernest	Sep		CG MCIEAST	COMMCICOM
Aide-de-Camp	Capt	Kocab, Daniel	May		CG MCIEAST	COMMCICOM
AC/S G-3/5	Col	Vickers, Brad	May		CG MCIEAST	COMMCICOM
AC/S G-7	Col	Lewis, Grover	May		CG MCIEAST	COMMCICOM
AC/S SES	Col	Anderson, Richard	May		CG MCIEAST	COMMCICOM
INSTALLATION COMMANDERS						
MCAS Cherry Point	Col	Zimmerman, Phillip	May		CG MCIEAST	COMMCICOM
MCAS New River	Col	Hewlett, Jeffery	May		CG MCIEAST	COMMCICOM
MCAS Beaufort	Col	Murtha, Brian	May		CG MCIEAST	COMMCICOM
MCLB Albany	Col	Davis, Don	May		CG MCIEAST	COMMCICOM
MCAF Quantico	LtCol	Ward, Gaines	May		CG MCIEAST	COMMCICOM
Blount Island Command	LtCol	Steele, Rick (Acting CO)	May		CG MCIEAST	COMMCICOM
DPC-EAST	Col	Garcia, Joseph		Jul	CG MCIEAST	COMMCICOM

**MCIWEST
FITREP MATRIX**

AS OF: 18 June 2012

COMMAND	MRO		ANNUAL REPORT DUE		RS	RO
	Billet	Rank	Name	ACTIVE COMPONENT		
MCIWEST HQ						
Commanding General	BGen	Coglianesse, Vicent A.	Jun		COMMCICOM	DC, I&L
Deputy Commander	Col	Apicella, Eugene	May		CG MCIWEST	COMMCICOM
COS	Col	Terando, Dave	May		CG MCIWEST	COMMCICOM
Sergeant Major	SgtMaj	Christovale, Derrick	Sep		CG MCIWEST	COMMCICOM
AC/S G-3/5	Col	Ward, Thomas	May		CG MCIWEST	COMMCICOM
AC/S GF	Col	Hellman, Robert	May		CG MCIWEST	COMMCICOM
Sec Bn	Col	Amoroso, Gino	May		CG MCIWEST	COMMCICOM
H&S Bn	Col	Hogberg, James	May		CG MCIWEST	COMMCICOM
Reserve Support Unit	Col	Higgins, David		Jul	CG MCIWEST	COMMCICOM
INSTALLATION COMMANDERS						
MCAS CamPen	Col	Lawrence, Michael L.	May		CG MCIWEST	COMMCICOM
MCLB Barstow	Col	Ermer, Daniel P.	May		CG MCIWEST	COMMCICOM
MCAS Miramar	Col	Richie, Frank A.	May		CG MCIWEST	COMMCICOM
MCAS Yuma	Col	Kuckuk, Robert C.	May		CG MCIWEST	COMMCICOM

**MCIPAC
FITREP MATRIX**

AS OF: 18 June 2012

COMMAND		ANNUAL REPORT DUE			RS	RO
Billet	Rank	Name	ACTIVE COMPONENT	RESERVE COMPONENT		
MCIPAC HQ						
Commanding General	MajGen	Talleri, Peter J.	Jun		DC, I&L	DC, I&L
Deputy Commander	Col	Covington, Johnathan D	May		CG MCIPAC	COMMCICOM
Chief of Staff	Col	Wright, John C.	May		CG MCIPAC	COMMCICOM
Aide-De-Camp	Capt	Lawing, Ivan	May		CG MCIPAC	COMMCICOM
Sergeant Major	SgtMaj	Kimble, Patrick L.	Sep		CG MCIPAC	COMMCICOM
AC/S G1		Vacant	N/A		CG MCIPAC	COMMCICOM
AC/S G3/5	Col	Dowse, Dan E.	May		CG MCIPAC	COMMCICOM
AC/S G4		Vacant	N/A		CG MCIPAC	COMMCICOM
AC/S G6	LtCol	Sobey, Thomas J.	May		CG MCIPAC	COMMCICOM
AC/S G7	Col	Elliott, Jonathan T.		Jul	CG MCIPAC	COMMCICOM
AC/S GF	Col	Storey, Gary W.		Jul	CG MCIPAC	COMMCICOM
Inspector		Vacant			CG MCIPAC	COMMCICOM
DPRI Program Manager	Col	Adams, Robert S.		Jul	CG MCIPAC	COMMCICOM
SJA	Col	Perez, William G.	May		CG MCIPAC	COMMCICOM
INSTALLATION COMMANDERS						
H&S BN Foster	Col	Nanna, Nicholas F.	May		CG MCIPAC	COMMCICOM
Camp Fuji CO	Col	Johnson, Anthony J.	May		CG MCIPAC	COMMCICOM
MCAS Futenma CO	Col	Flynn, James G.	May		CG MCIPAC	COMMCICOM
MCAS Iwakuni CO	Col	Stewart, James C.	May		CG MCIPAC	COMMCICOM
MCB Hawaii CO	Col	Annichiarico, B	May		CG MCIPAC	COMMCICOM
CAMP COMMANDERS						
Camp Kinser	Col	Kasperski, John E.	May		CG MCIPAC	COMMCICOM
Camp Courtney	Col	Kuhn, Michael L.	May		CG MCIPAC	COMMCICOM
Camp Hansen	Col	Olszowy, David P.	May		CG MCIPAC	COMMCICOM
Camp Schwab	Col	Neary, Stephen M.	May		CG MCIPAC	COMMCICOM
Camp Mujuk	LtCol	Kerley, Thomas E.	May		CG MCIPAC	COMMCICOM
Camp Gonsalves	LtCol	Blackson, Trent	May		CG MCIPAC	COMMCICOM

REPORTING SENIOR (RS) WORKSHEET WHEN THE RS IS THE DEPUTY COMMANDANT (DC)

Purpose: Marine Personnel will complete and submit the following worksheet when their RS is the DC or ADC.

Name:

Rank:

Date of Rank:

Occasion for report:

Reporting Period:

Reporting Senior:

Reviewing Officer:

1. Date Submitted in APES:

2. Bullets for the RS to consider for preparation of RS and RO comments:

3. Background Information: Background info to include answering the following questions:

Have you attended TLS? Yes, No, N/A

Did you hold command at O-5 or O-6 level? Yes, No, N/A

Are you currently slated for command? Yes, No, N/A

Have you completed a joint duty assignment? Yes, No, N/A

What is your desired follow-on assignment? (Which command? Command staff, or instructor billet?).

4. Additional Information: This may be material that doesn't necessarily weigh in on performance, but is more personal in nature that may give more of a complete picture of yourself.

Include a bio or curriculum vitae.

State how long you have been in the command (if applicable).

How long have you been in the current job?

REVIEWING OFFICER (RO) WORKSHEET WHEN THE RO IS THE DEPUTY COMMANDANT (DC) OR COMMCICOM

From: Colonel XXXXXX
To: LtGen XXXXXX

Subj: PROPOSED REVIEWING OFFICER COMMENTS IN THE CASE OF: MAJ JOE SMITH, FD
REPORT (20090601 TO 20100215)

1. **Date Submitted in APES:** 20100301

2. **Background Information:** Background info to include answering the following questions:

For O-6 MRO, Has the MRO attended TLS? Yes, No, N/A

For O-6 MRO, Did the MRO hold command at O-6 level? Yes, No, N/A

Is the MRO currently slated for command? Yes, No, N/A

For O-5/O-6 MRO, Is the MRO currently selected for TLS? Yes, No, N/A

For O-5/O-6 MRO, Did the MRO hold command at O-5 level? Yes, No, N/A

Is the MRO currently slated for command? Yes, No, N/A

Has the MRO completed a joint duty assignment? Yes, No, N/A

What is the MRO's desired follow-on assignment? (Which command? Command staff, or instructor billet?).

3. **Additional Information:** This may be material that doesn't necessarily weigh in on performance, but is more personal in nature that may give more of a complete picture of the MRO.

Add a narrative about the MRO.

State how long MRO has been in command (if applicable).

How long has the MRO been in the job?

Rank MRO against all Marines of the same grade you had the privilege of serving with.

Do you recommend the MRO for command? Yes, No, N/A

Do you recommend the MRO for school? Yes, No, N/A

Do you recommend the MRO for promotion? Yes, No, N/A

Quantify the aforementioned three questions.

Provide observation of MRO with the RO in the work environment.

Include MRO bio or curriculum vitae.

REVIEWING OFFICER (RO) WORKSHEET WHEN THE RO IS THE DEPUTY COMMANDANT (DC) OR COMMCICOM

4. Reporting Senior's Profile for the Appropriate Grade: (fill in the boxes as appropriate).

RS High for Grade	5.15
RS Low for Grade	2.07
RS Avg for Grade	4.49
MRO Avg (this report)	4.79
For all reports of this grade I rank MRO	8 of 21

5. Recommended RO Comments:

6. Comparative Assessment: Recommend marking the MRO in the top 35% (#6) of your profile.

THE EMINENTLY QUALIFIED MARINE X of X

ONE OF THE FEW X of X
EXCEPTIONALLY QUALIFIED MARINES X of X

ONE OF THE MANY HIGHLY QUALIFIED X of X
PROFESSIONALS WHO FORM THE X of X
MAJORITY OF THIS GRADE X of X

A QUALIFIED MARINE X of X

