



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1610.1
CG
22 JUL 2015

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
ORDER 1610.1

From: Commanding General
To: Distribution List

Subj: REPORTING SENIORS AND REVIEWING OFFICERS FOR FITNESS
REPORTS

Ref: (a) MCO 1610.7
(b) BUPERSINST 1610.10C

Encl: (1) Table of Reporting Seniors and Reviewing Officers

1. Situation. To provide policy, procedures, and identify the reporting chain for submission of fitness reports within Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ).

2. Cancellation. MCIEASTO 1610.1A Ch 4.

3. Mission

a. This Order provides policy and publishes a listing of the reporting seniors (RS) and reviewing officers (RO) for fitness reports submitted within MCIEAST-MCB CAMLEJ.

b. Background. Reference (a) establishes the policies, procedures, and standards for the operation and maintenance of the Marine Corps Performance Evaluation System (PES) and the submission of fitness reports. Reference (b) provides administrative policies and procedures for the Navy PES.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To eliminate confusion concerning the RS and RO for the military personnel reported on within MCIEAST-MCB CAMLEJ.

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distribution is unlimited.

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(2) Concept of Operations

(a) Reports on Marine Corps Personnel

1. Enclosure (1) will be utilized for submission of fitness reports within MCIEAST-MCB CAMLEJ.

2. The RS is the first commissioned officer, warrant officer (WO), or General Schedule (GS)-9 equivalent and above in the reporting chain, senior in grade to the military personnel reported on. The RS is also directly responsible for the daily tasking, supervision, and motivation of the military personnel reported on and is the individual in the best position to observe the military personnel reported on's performance.

3. The RO is the first commissioned officer, WO, or GS-10 equivalent and above that is senior in grade to the RS, and directly responsible for the primary tasking, supervision, and evaluation of the RS.

4. Only commanding officers, officers-in-charge (OIC), and those officers specifically authorized by the RO may be the RS for officers of the same grade as delineated in reference (a). When the RS is the same grade as the military personnel reported on, comments in Section K of the fitness reports must indicate that the RS is authorized to complete a fitness report on an officer of equivalent grade.

5. Personnel assigned duty with a general or special staff departments of this Headquarters not listed in the enclosure will be reported on by the OIC of that department.

6. All efforts should be made to ensure that either the RS or RO for a Marine officer is a Marine officer; this is to provide assignment personnel and selection boards the most complete and accurate performance information possible on the military personnel reported on. When both RS and RO are civilians, which will be by exception only and approved by the Chief of Staff (COS), a senior Marine representative must review the report for administrative and procedural correctness and forward the report to the Commandant of the Marine Corps (MMSB-32) per the provisions of reference (a). When the civilian RO is an Assistant Chief of Staff (AC/S), the Marine representative will be the COS.

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(b) Reports on Navy Personnel

1. As indicated in the enclosure, the Commanding General (CG) is the Reporting Senior for Navy officers assigned to MCIEAST-MCB CAMLEJ as principal staff.

2. In accordance with reference (b), reporting senior authority for Navy officers assigned to MCIEAST-MCB CAMLEJ, but not as principal staff is delegated to the Deputy Commander. If Naval Personnel Command (PERS-32) approves such a request, reporting senior authority for Civil Engineer Corps (CEC) officers is delegated to the Assistant Chief of Staff (AC/S), Facilities (G-F).

3. CEC officers assigned to MCIEAST installations as Public Works Officers (PWOs) shall submit, in addition to input for regular fitness reports, concurrent fitness report input in accordance with guidance published by the Commanding Officer, Naval Facilities Engineering Command Mid-Atlantic (COMNAVFAC MIDLANT). Input shall be submitted by email via MCIEAST-MCB CAMLEJ AC/S, G-F. Installation Commanders may also require PWOs to submit concurrent fitness report input via their regular reporting senior before it goes to the AC/S, G-F. The AC/S, G-F shall review, comment upon, and forward to COMNAVFAC MIDLANT concurrent fitness report input received from PWOs assigned to MCIEAST installations and shall participate in NAVFAC MIDLANT fitness report "ranking boards", as appropriate. The AC/S, G-F is also available to provide community management and fitness report drafting advice to MCIEAST installation commanders and CEC officers assigned to MCIEAST installations.

4. CEC officers assigned additional duties (ADDU) to MCIEAST-MCB CAMLEJ shall submit input for concurrent fitness reports to their ADDU Reporting Senior via the AC/S, G-F. Installation Commanders shall establish procedures that comply with reference (b) for completing concurrent fitness reports on CEC officers assigned ADDU to them.

b. Tasks

(1) All fitness reports will be completed, reviewed, and submitted as required by the references and this Order.

(2) All adverse officer fitness reports will be sighted by the CG.

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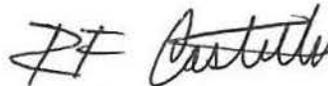
(3) All Marine Corps fitness reports will be prepared and processed utilizing the Automated PES program located in Marine Online.

5. Administration and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ.

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



R. F. CASTELLVI

DISTRIBUTION: A/B/C

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TABLE OF REPORTING SENIORS AND REVIEWING OFFICERS

BILLET DESCRIPTION	REPORTING SENIOR	REVIEWING OFFICER
CG	COMMCICOM	DC I&L
Deputy Commander (Dep Comdr)	CG	COMMCICOM
- Staff Secretary	COS	Dep Comdr
- Equal Opportunity Advisor	COS	Dep Comdr
- Director of Contracts	COS	Dep Comdr
COS	CG	COMMCICOM
Sergeant Major (SgtMaj)	CG	COMMCICOM
Aide de Camp	CG	CG
- CG's Driver	Aide	CG
Enlisted Aide	CG	CG
CO, Marine Corps Logistics Base, Albany	CG	COMMCICOM
- Executive Officer (XO)	CO	CG
- Staff Judge Advocate (SJA)	CO	CG
- Base SgtMaj	CO	CG
CO, Marine Corps Air Station (MCAS), Beaufort	CG	COMMCICOM
- XO	CO	CG
- CO, Headquarters and Headquarters Squadron (HQHQRON)	CO	CG
- OIC Joint Law Center	CO	CG
- PMO	CO	CG
- Station SgtMaj	CO	CG
CO, MCAS Cherry Point	CG	COMMCICOM
- XO	CO	CG
- CO, HQHQRON	CO	CG
- CO, Marine Transport Squadron One	CO	CG
- SJA	CO	CG
- Station SgtMaj	CO	CG
CO, MCAS New River	CG	COMMCICOM
- XO	CO	CG
- CO, HQHQRON	CO	CG
- SJA	CO	CG
- OPSO	CO	CG
- Station SgtMaj	CO	CG
CO, MCSF Blount Island	CG	COMMCICOM

Enclosure (1)

TABLE OF REPORTING SENIORS AND REVIEWING OFFICERS

<u>BILLET DESCRIPTION</u>	<u>REPORTING SENIOR</u>	<u>REVIEWING OFFICER</u>
CO, Headquarters and Support Battalion	CG	COMMCICOM
- Executive Officer (XO)	CO	CG
- Battalion SgtMaj	CO	CG
CO, Weapons Training Battalion	Dep Comdr	CG
- Battalion SgtMaj	CO	Dep Comdr
AC/S, G-1 (Civilian)	N/A	N/A
AC/S, G-3/5	CG	COMMCICOM
AC/S, G-4	CG	COMMCICOM
AC/S, G-6 (Civilian)	N/A	N/A
- Operations Officer	AC/S, G-6	COS
AC/S, G-7 (Civilian)	N/A	N/A
AC/S, G-8 (Civilian)	N/A	N/A
AC/S, G-F	CG	BUPERS
AC/S, Security and Emergency Services	CG	COMMCICOM
- Provost Marshal	AC/S, SES	COS
Director, Business Performance Office (Civilian)	N/A	N/A
OIC, Legal Services Support Section- East	CG	COMMCICOM
Command Inspector General	CG	COMMCICOM
Command Chaplain	CG	BUPERS
Public Affairs Officer (PAO) (Civilian)	N/A	N/A
- Deputy PAO	PAO	Dep Comdr
SJA	Dep Comdr	CG
- Deputy SJA	SJA	Dep Comdr
Director of Safety (Civilian)	N/A	N/A