



UNITED STATES MARINE CORPS
MARINE CORPS BASE
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

MCBO 1610.1E
MCB (B 013)
MCCDC (C 05)
04 Mar 11

MARINE CORPS BASE ORDER 1610.1E

From: Commander
To: Distribution List

Subj: PERFORMANCE EVALUATION SYSTEM

Ref: (a) MCO P1610.7F
(b) MCO 1610.11C
(c) BUPERSINST 1610.10 (NOTAL)

1. Purpose. To designate occasions where the Commanding General (CG) Marine Corps Combat Development Command (MCCDC), Deputy CG MCCDC, Chief of Staff, MCCDC, Commander, Marine Corps Base, Quantico (MCBQ), and the Chief of Staff, MCBQ, act as Reporting Seniors (RS) or Reviewing Officers (RO) for fitness reports and to provide general guidance for completing and processing fitness reports for Marine Corps and Navy personnel at MCBQ.

2. Cancellation. MCBO 1610.1D.

3. Summary of Revision. This Revision contains changes not previously published and should be reviewed in its entirety.

4. Information

a. The following individuals are delegated as RSs for the specified categories assigned:

(1) CG MCCDC

Deputy CG MCCDC
Chief of Staff, MCCDC
Aide-de-Camp, CG MCCDC
Staff Judge Advocate, MCCDC
Sergeant Major, MCCDC
Command Chaplain
Director, Capabilities and Development Doctorate
Director, Joint Capability Assessment & Integration
Directorate (JCAID)
Commanding General, Training and Education Command
Commanding General, Education Command (when filled
with a Major General)
Commanding General, Marine Corps Warfighting
Laboratory

Commander, MCBQ
Director, Center for Irregular Warfare
Director, Strategic Vision Group
Director, G3/5
Chief of Staff, Marine Forces Strategic Command
Chief of Staff, Marine Forces Cyber Command
Commanding Officer, Headquarters Battalion, Henderson
Hall
Public Affairs Officer

(2) Deputy CG MCCDC

Director, Operations Analysis Division
Aide-de-Camp, Dep CG MCCDC

(3) Director, Capabilities Development Directorate

Director, Command and Control Integration Division
Director, Fires and Maneuver Integration Division
Director, Force Protection Integration Division
Director, Intelligence Integration Division
Director, Logistics Integration Division

(4) Chief of Staff, MCCDC

Staff Secretary

(5) Commander, MCBQ

Chief of Staff, MCBQ
Commanding Officer, Headquarters and Service
Battalion
Commanding Officer, Security Battalion
Assistant Chief of Staff, G-4
Assistant Chief of Staff, G-7
Command Inspector General
Staff Judge Advocate MCBQ
Sergeant Major MCBQ
Equal Opportunity Advisor MCCDC/MCBQ
Director, Reserve Support Unit

(6) Chief of Staff, MCBQ

Staff Secretary
Commander's Driver

(7) President, Marine Corps University. All Navy officers in the grade of captain (06) assigned to the Marine Corps University. All Marine Corps personnel within the University, as appropriate.

(8) Staff Judge Advocate. All Navy officers below the grade of captain (06) temporarily or permanently assigned to the Staff Judge Advocate. All Marine Corps personnel within the office of the Staff Judge Advocate, as appropriate.

(9) Directors of Marine Corps Schools. Navy officer students assigned for instruction and permanently assigned Navy officers below the grade of captain (06). Directors are encouraged to delegate to officers with the most direct supervisory responsibility per paragraph 4g of this Order.

(10) Division Directors. All Navy officers below the grade of captain (06) assigned to their respective divisions are encouraged to delegate to officers with the most direct supervisory responsibility per paragraph 4g of this Order. All Marine Corps personnel within their division, as appropriate.

(11) Health Care and Dental Care Advisors. All Navy officers assigned to their respective activities.

b. The RO is the RS's reporting senior.

c. Adverse fitness reports on Marine Corps personnel require third sighting per Chapter 5 of reference (a).

d. Reference (b) provides guidance regarding the performance evaluation appeal process for Marine Corps personnel. Individuals desiring to use this process should submit their appeals to the Board for Correction of Naval Records via the Commander MCB (B 013) and the Performance Evaluation Review Board, HQMC.

e. The Commanding Officers for Headquarters and Service Battalion, Security Battalion, The Basic School and Officer Candidates School are delegated RS responsibilities for chaplains assigned to their commands.

f. Fitness reports for Navy personnel are handled as indicated in reference (c).

g. Chaplains assigned additional duties with tenant commands located aboard MCBQ will receive a concurrent fitness report per BUPERSINST 1610.10.

h. Delegated RSs for Navy personnel will not be below the grade of commander/lieutenant colonel (05) or GS-14, except with the written approval of Bureau of Personnel (PERS-323).
Exception: Training commands may delegate student fitness

reports to the grade of lieutenant commander/major (04) without prior approval. Delegation of RS authority contained in this Order need not be cited on officer fitness report forms.

i. Per reference (c), the Navy officer designated by the Director, Command and Staff College, is appointed the Navy Personnel Evaluation Advisor and will monitor evaluation practices with regard to Navy personnel and provide assistance and advice.

5. Administrative Instructions for Marine Corps Personnel

a. Fitness reports for general officers will be typed and submitted in standard naval letter format. Send a standard fitness report form, with Section A (items 1, 2, 3, 10 and 11) completed, to the MCCDC Staff Secretary (SSec) on the reporting occasions required by paragraph 3003.2 of reference (a). The MCCDC SSec will provide the necessary administrative support for completing the evaluations.

b. Send completed Section A (items 1, 2, 3, 4, 8, 9, 10 and 11), a proposed billet description, and a list of accomplishments on all fitness reports to be written by the CG MCCDC or Deputy CG MCCDC to the MCCDC SSec 15 days prior to the end of the reporting period so the reports can be presented to the RS for timely completion.

c. Send all fitness reports to be reviewed by the CG MCCDC or the Deputy CG MCCDC, to the MCCDC SSec within 15 days of the end of the reporting period. All reports should be accompanied by suggested comparative assessment and RO comments.

d. Send all adverse fitness reports which require sighting by the CG MCCDC or Deputy CG MCCDC to the MCCDC SSec within 5 working days after the RO completes action.

e. Send all fitness reports which require sighting by the Commander, MCBQ or Chief of Staff, MCBQ directly to the MCBQ SSec.

f. All fitness reports returned by the Base Adjutant for correction will be corrected and returned to the Base Adjutant. All fitness reports returned by HQMC for correction will be corrected and returned directly to HQMC. The correction sheets will remain attached to the reports.

6. Concurrence. This Order has been coordinated with and concurred in by the CG MCCDC.

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7. Reserve Applicability. This Order is applicable to Marine Corps and Navy Reserve officers assigned to MCCDC.

/s/
D. J. CHOIKE

DISTRIBUTION: A