



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

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(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:

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(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:

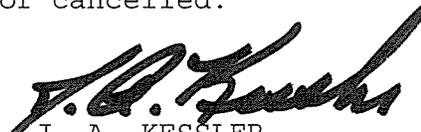
(1) Submit completed fitness report to the appropriate 3rd Sighting Officer.

(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.



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