



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

MCBO 1610.1C
MCB (B 013)
MCCDC (C 05)
7 MAR 2001

MARINE CORPS BASE ORDER 1610.1C w/ c/h 1, ch2

From: Commanding General
To: Distribution List

Subj: PERFORMANCE EVALUATION SYSTEM

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

1. Purpose. To designate occasions where the CG MCCDC, Deputy CG MCCDC, Chief of Staff, MCCDC, CG MCB, and the Chief of Staff, MCB, act as Reporting Seniors (RS) or Reviewing Officers (REVO) for fitness reports and to provide general guidance for completing and processing fitness reports for Marine Corps and Navy personnel at MCB, Quantico.

2. Cancellation. MCBO 1610.1B.

3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety.

4. Information

a. The following individuals are delegated as RS's for the specified categories assigned:

(1) Commanding General, Marine Corps Combat Development Command

Deputy Commanding General, MCCDC
Commanding General, Training and Education Command
Commanding General, MCB
Chief of Staff, MCCDC
Commanding General, Marine Corps Warfighting Lab
Director, Warfighting Development Integration Division
Aide-de-Camp, CG MCCDC
Sergeant Major, MCCDC

* RS and REVO for matters pertaining to training and education.

7 MAR 2001

(2) Deputy Commanding General, Marine Corps Combat Development Command

Aide-de-Camp, Dep CG MCCDC

(3) Director, Warfighting Development Integration Division

Director, Equipment Requirements Division
Director, Doctrine Division
Director, Studies and Analysis Division
Director, Total Force Structure Division
Director, Warfighting Requirements Division
Training and Doctrine Command Liaison Officer

(4) Chief of Staff, Marine Corps Combat Development Command

Staff Secretary
Protocol Officer

(5) Commanding General, Marine Corps Base

Chief of Staff, MCB
Assistant Chief of Staff, G-3
Assistant Chief of Staff, G-5
Assistant Chief of Staff, G-4
Assistant Chief of Staff, G-1
Director, Reserve Support Unit
Assistant Chief of Staff, G-6
Staff Judge Advocate
Inspector
Commanding Officer, Headquarters and Service Battalion
Commanding Officer, Security Battalion/Provost Marshal
Health Care Advisor
Aide-de-Camp, CG MCB
Sergeant Major, MCB
Command Chaplain, MCB

(6) Chief of Staff, Marine Corps Base

Staff Secretary
Director, Comptroller Division
Director, Safety Division
Public Affairs Officer
Head, Business Performance Office
Director, Marine Corps Community Services
All MCB division directors who have the rank of lieutenant colonel or below
All MCB officers who are the same grade as their division director when the director has the rank of lieutenant colonel or below.

7 MAR 2001

(7) President, Marine Corps University. All Navy officers in the grade of captain (O-6) 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 (O-6) 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 (O-6). Directors are encouraged to delegate to officers with the most direct supervisory responsibility per paragraph 4g.

(10) Division Directors. All Navy officers below the grade of captain (O-6) assigned to their respective divisions (authorized to subdelegate RS's responsibility per paragraph 4g). 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 REVO 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 CG MCB (B 013) and the Performance Evaluation Review Board, HQMC.

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

f. Chaplains assigned additional duties with tenant commands located aboard MCB, Quantico will receive a concurrent fitness report per BUPERSINST 1610.10.

g. Delegated RS's for Navy personnel will not be below the grade of commander/lieutenant colonel (O-5) or GM-14, except with the written approval of BUPERS (PERS-323). Exception: Training commands may delegate student fitness reports to the grade of lieutenant commander/major (O-4) without prior approval. Delegation of RS authority contained in this Order need not be cited on officer fitness report forms.

MCBO 1610.1C

7 MAR 2001

h. 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.

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 SSec on the reporting occasions required by paragraph 3003.2 of reference (a). The Staff Secretary, MCCDC, 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 REVO 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 REVO completes action.

e. Send all fitness reports which require sighting by the CG MCB or C/S MCB directly to the Staff Secretary, MCB.

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.

MCBO 1610.1C
7 MAR 2001

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


E. CAVAZOS, JR.
Chief of Staff

DISTRIBUTION: INTERNET



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

MCBO 1610.1C Ch 1
MCB (B 013)
MCCDC (C 05)
6 JUN 2001

MARINE CORPS BASE ORDER 1610.1C Ch 1

From: Commanding General
To: Distribution List

Subj: PERFORMANCE EVALUATION SYSTEM

Encl: (1) New page insert to MCBO 1610.1C

1. Purpose. To transmit a new page insert to the basic order.
2. Action. Remove page 2 of the basic order and replace with the corresponding page contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (*) symbol contain changes not previously published.
4. Filing Instructions. File this change transmittal immediately following the signature page of the basic order.
5. Concurrence. This change has been coordinated with and concurred in by the CG MCCDC.

D. L. WRIGHT
Chief of Staff

DISTRIBUTION: INTERNET



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

MCBO 1610.1C Ch 2
MCB (B 013)
MCCDC (C 05)
28 JUN 2001

MARINE CORPS BASE ORDER 1610.1C Ch 2

From: Commanding General
To: Distribution List

Subj: PERFORMANCE EVALUATION SYSTEM

Encl: (1) New page insert to MCBO 1610.1C

1. Purpose. To transmit a new page insert to the basic order.
2. Action. Remove page 2 of the basic order and replace with the corresponding page contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (*) symbol contain changes not previously published.
4. Filing Instructions. File this change transmittal immediately following the signature page of Change 1.
5. Concurrence. This change has been coordinated with and concurred in by the CG MCCDC.

D. L. WRIGHT
Chief of Staff

DISTRIBUTION: INTERNET