



UNITED STATES MARINE CORPS  
COMMAND ELEMENT  
II MARINE EXPEDITIONARY FORCE  
PSC BOX 20080  
CAMP LEJEUNE, NC 28542-0080

II MEFO 1610.1B  
Adj

APR 05 2016

II MARINE EXPEDITIONARY FORCE ORDER 1610.1B

From: Commanding General, II Marine Expeditionary Force  
To: Distribution List

Subj: FITNESS REPORT RESPONSIBILITY FOR COMMAND ELEMENT AND MAJOR  
SUBORDINATE COMMANDS/MAJOR SUBORDINATE ELEMENTS OF II MARINE  
EXPEDITIONARY FORCE

Ref: (a) MCO 1610.7  
(b) MARFORCOM Policy Letter 4-14  
(c) BUPERINST 1610.10C

Encl: (1) Fitness Report Matrix  
(2) Sample Marine Reported On Worksheet  
(3) Sample Reviewing Officer Comments and Comparative  
Assessment Worksheet  
(4) Third Officer Sighter Worksheet  
(5) MARFORCOM Reporting Senior Information to Reviewing Officer

1. Situation. This Order is intended to establish Reporting Senior (RS) and Reviewing Officer (RO) relationships and submission procedures for the Command Element (CE) II Marine Expeditionary Force (MEF) and Major Subordinate Command/Major Subordinate Element (MSC/MSE) commanders utilizing the Automated Performance Evaluations System (APES) via Marine Online (MOL).

2. Cancellation. II MEFO 1610.1A.

3. Mission. To promulgate guidance and procedures pertaining to the reporting and reviewing of fitness reports for the CE, II MEF and MSC/MSE commanders of II MEF per the references.

4. Execution

a. II Marine Expeditionary Force Command Element. The Commanding General, II MEF (CG II MEF) will be the RS for the Deputy Commanding General, II MEF (DCG II MEF), Chief of Staff (COS), Sergeant Major, Command Master Chief, and Navy O-5 and O-6 Principal Staff. The CG II MEF will be the RS/RO for all CE Marine O-5 and O-6 Principal Staff, the Aide-de-Camp, and the Enlisted Aide. CG II MEF will be the RO for the Staff Secretary.

b. Major Subordinate Commands. CG II MEF will be the RS for all MSC Commanders. CG II MEF will be the RO for the Assistant Wing Commander and Assistant Division Commander. CG II MEF will be the RO for all MSC COSs, Command Sergeants Major, and Regimental/Group Commanders.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

c. 2d Marine Expeditionary Brigade (2d MEB). CG II MEF will be the RS for the CG 2d MEB. CG II MEF will be the RO for the COS, Assistant Chiefs of Staff (AC/S) G-3 and G-4. CG 2d MEB will be the RS for COS, AC/Ss G-3 and G-4. CG 2d MEB will be the RS/RO for the Aide-de-Camp and Sergeant Major.

d. II Marine Expeditionary Force Headquarters Group (II MHG). CG II MEF will be the RS/RO for the Commanding Officer and the RO for the Sergeant Major. DCG II MEF will be the RO for the Executive Officer and II MHG Battalion Commanders.

e. Marine Expeditionary Units. CG II MEF will be the RS for all Marine Expeditionary Unit (MEU) Commanders and the RO for all MEU CE Sergeants Major. DCG II MEF will be the RO for all MEU principal staff officers and MEU subordinate commanders.

f. Expeditionary Operations Training Group (EOTG). CG II MEF will be the RS for the Officer-in-Charge. DCG II MEF will be the RO for the Assistant Officer-in-Charge, the Operations Officer and the Staff Noncommissioned Officer-in-Charge.

g. Enclosure (1) summarizes paragraphs 4a through 4f in tabular format.

h. Marine Air Ground Task Force-Crisis Response (SPMAGTF-CR) Commander. In certain circumstances, a Commander may be designated as a SPMAGTF-CR Commander. CG II MEF exercises command of deploying forces until arrival in the United States European Command (USEUCOM) and United States Africa Command (USAFRICOM) areas of responsibility (AORs). Upon deployment, a "To Temporary Duty" (TD) report will be initiated for the assigned SPMAGTF-CR Commander. On arrival in the USEUCOM and USAFRICOM AOR, the Commander Marine Forces Europe/Africa will assume RS and RO responsibilities and will initiate a "From Temporary Duty" (FD) report upon redeployment. Instances where the SPMAGTF-CR supports other combatant commands not identified above, the appropriate fitness report guidance will be coordinated and published based on the established operational and administrative relationships.

i. In no case, unless authorization is sought and approved by the RO, will an RS be of the same grade as the Marine reported on (MRO) within the II MEF CE. If this scenario arises, the RS responsibility will be assumed by the next higher billet holder within the directorate. If there is no next higher billet holder within the directorate, the COS will be the RS and the DCG II MEF will be the RO.

j. When the RS is a General Officer. On reports for O6s and below, when the RS is a General Officer, the RS is authorized to complete the RO responsibilities in accordance with reference (a), paragraph 2010.6.e.

k. It is the responsibility of II MEF Principal and Special Staff active component officers and civilians to serve as the RS/RO for Individual Mobilization Augmentee (IMA) Reservists below the O6 grade.

l. Marines for whom CG or DCG II MEF is the RS will create the MRO worksheet in APES and notify the CG II MEF Executive Assistant or DCG Aide-de-Camp via email once it is completed 30 days prior to the end of the reporting period. In the email, the MRO will submit his/her major accomplishments completed during the subject reporting period per enclosure (2) in a word document. Additionally, the MRO will include in enclosure (2) whether a Headquarters, U.S. Marine Corps tour has been completed, if a Joint Tour has been completed, if a Top Level School has been completed, and/or whether a command tour has been completed.

m. RSs of Marines for whom the CG or DCG II MEF is the RO will complete their action and forward the fitness report within 15 days of the end of the reporting period. RSs will email recommended RO comments and a comparative assessment per enclosure (3) to the CG II MEF Executive Assistant or DCG Aide-de-Camp.

n. Marines for whom the COS is the RS will create the MRO worksheet in APES and notify the COS via email once it is completed 30 days prior to the end of the reporting period. RSs of Marines for whom the COS is the RO will complete their action and forward the fitness report within 15 days of the end of the reporting period. RSs will email recommended RO comments and a comparative assessment per enclosure (3) to the COS.

o. Enclosure (4) will be completed and submitted on all adverse officer reports to the CG II MEF, DCG II MEF or COS within 15 days after the RO has certified the report.

p. Enclosure (5) will be completed and submitted on all reports where Commander, U.S. Marine Corps Forces Command (MARFORCOM) is the RO within 15 calendar days of the last day of the reporting period. It will be submitted in Microsoft Word format to the MARFORCOM Deputy COS and the Commander's Administrative Chief. See reference (b) for additional guidance.

q. Naval Personnel. Navy personnel will submit reports in accordance with reference (c).

(1) Officers

(a) O-6s and O-5s. CG II MEF will serve as the RS for all active duty Navy O-6s in Principal Staff billets, and all II MEF Health Service Support Officers. Navy O-5s will be evaluated by an O-6 supervisor.

(b) O-4 and Below. Navy officers in the grades of O-4 and below will be reported on by their senior active duty component officer.

(2) Enlisted

(a) Command Master Chief. CG II MEF will write the Command Master Chief's evaluation. MSC CGs will follow suit for their respective Command Master Chiefs.

(b) Other Personnel. In an effort to create an adequate ranking, the Commanding Officer, II Marine Expeditionary Force Headquarters Group will be the RS on all enlisted evaluations for CE Navy personnel.

5. Administration and Logistics

a. Per reference (a), in cases of unusual operational or command relationship situations, the CG II MEF may modify the reporting chain. If the reporting chain has been modified, the RO will specify the reason in section K.

b. Recommendations concerning changes to the reporting chain and exceptions on a case-by-case basis may be submitted with supporting justification to the COS via the II MEF Adjutant or the CG II MEF Executive Assistant for consideration.

6. Command and Signal

a. Command. This Order is applicable to II MEF and its subordinate units.

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

  
G. S. JOHNSTON  
Chief of Staff

DISTRIBUTION: A

# FITNESS REPORT MATRIX

	Reporting Senior	Reviewing Officer
<b>II MEF</b>		
DCG	CG	COMMARFORCOM
COS	CG	COMMARFORCOM
AIDE-DE-CAMP	CG	CG
DCG AIDE-DE-CAMP	DCG	DCG
SSEC	COS	CG
SGTMAJ	CG	COMMARFORCOM
CMDCM	CG	N/A
ENLISTED AIDE	CG	CG
<b>SSEC</b>		
SSEC CHIEF	SSEC	COS
<b>G-1</b>		
AC/S G-1	CG	CG
OPERATIONS OFFICER	AC/S G-1	COS
MANPOWER OFFICER	AC/S G-1	COS
G-1 CHIEF	AC/S G-1	COS
ADJUTANT	AC/S G-1	COS
<b>G-2</b>		
AC/S G-2	CG	CG
DEPUTY	AC/S G-2	COS
OPERATIONS OFFICER	AC/S G-2	COS
<b>G-3</b>		
AC/S G-3	CG	CG
CURRENT OPERATIONS OFFICER	AC/S G-3	DCG
FORCE EFFECTS COORDINATOR	AC/S G-3	DCG
FUTURE OPERATIONS OFFICER	AC/S G-3	DCG
PLANS OFFICER	AC/S G-3	DCG
OPERATIONS CHIEF	AC/S G-3	COS
<b>G-4</b>		
AC/S G-4	CG	CG
LOGISTICS OPERATIONS OFFICER	AC/S G-4	COS
STRATEGIC MOVEMENT OFFICER	AC/S G-4	COS
MATERIAL READINESS OFFICER	AC/S G-4	COS
ENGINEER OFFICER	AC/S G-4	COS
FOOD SERVICE OFFICER	AC/S G-4	COS
<b>G-6</b>		
AC/S G-6	CG	CG
OPERATIONS OFFICER	AC/S G-6	COS
INFORMATION TECH OFFICER	AC/S G-6	COS
ELECTRONIC MAINT OFFICER	AC/S G-6	COS
KMI OPER ACCOUNT MANAGER	AC/S G-6	COS
COMM CHIEF	AC/S G-6	COS

# FITNESS REPORT MATRIX

	Reporting Senior	Reviewing Officer
<b>G-7</b>		
AC/S G-7	CG	CG
DEPUTY	AC/S G-7	COS
OPERATIONS CHIEF	AC/S G-7	COS
<b>G-8</b>		
AC/S G-8	CG	CG
DEPUTY	AC/S G-8	COS
<b>G-10</b>		
AC/S G-10	CG	CG
RESERVE INTEGRATION OFFICER	AC/S G-10	COS
RESERVE PLAN (ROLC)	AC/S G-10	COS
EQUAL OPPORTUNITY ADVISOR	AC/S G-10	COS
<b>SPECIAL STAFF</b>		
SJA	CG	CG
DEPUTY SJA	SJA	COS
FORCE SURGEON	CG	N/A
DEPUTY SURGEON	CG	N/A
PREVENTATIVE MEDICINE OFFICER	CG	N/A
ENVIRONMENTAL HEALTH OFFICER	CG	N/A
CHAPLAIN	CG	N/A
PUBLIC AFFAIRS OFFICER	COS	DCG
PUBLIC AFFAIRS DEPUTY	PAO	COS
PUBLIC AFFAIRS SNCOIC	PAO	COS
IMO	COS	DCG

# FITNESS REPORT MATRIX

	Reporting Senior	Reviewing Officer
<b>II MHG</b>		
CO	CG, II MEF	COMMARFORCOM
XO	CO	DCG, II MEF
SGTMAJ	CO	CG, II MEF
CO, 2D ANGLICO	CO	DCG, II MEF
CO, 2D INTEL CN	CO	DCG, II MEF
CO, 2D RADIO BN	CO	DCG, II MEF
CO, 8TH COMM BN	CO	DCG, II MEF
CO, LE BN	CO	DCG, II MEF
<b>22D, 24TH, 26TH MEU</b>		
CO	CG, II MEF	COMMARFORCOM
XO	CO	DCG, II MEF
SGTMAJ	CO	CG, II MEF
FUTURE OPERATIONS	CO	DCG, II MEF
OPERATIONS OFFICER	CO	DCG, II MEF
CO, BLT	CO	DCG, II MEF
CO, ACE	CO	DCG, II MEF
CO, CLB	CO	DCG, II MEF
<b>EOTG</b>		
OIC	CG, II MEF	COMMARFORCOM
AOIC	OIC	DCG, II MEF
OPERATIONS OFFICER	OIC	DCG, II MEF
SNCOIC	OIC	DCG, II MEF



# FITNESS REPORT MATRIX

	Reporting Senior	Reviewing Officer
<b>2D MAW</b>		
CG	CG, II MEF	COMMARFORCOM
AWC	CG	CG, II MEF
COS	CG	CG, II MEF
AIDE-DE-CAMP	CG	CG
SGTMAJ	CG	CG, II MEF
CMDCM	CG	N/A
AC/S G-1	CG	CG
AC/S G-2	CG	CG
AC/S G-3	CG	CG
AC/S G-4	CG	CG
AC/S G-6	CG	CG
ALD	CG	CG
AGSD	CG	CG
CO, MAG-14	CG	CG, II MEF
CO, MAG-26	CG	CG, II MEF
CO, MAG-29	CG	CG, II MEF
CO, MAG-31	CG	CG, II MEF
CO, MACG-28	CG	CG, II MEF
<b>2D MARDIV</b>		
CG	CG, II MEF	COMMARFORCOM
ADC	CG	CG, II MEF
COS	CG	CG, II MEF
AIDE-DE-CAMP	CG	CG
SGTMAJ	CG	CG, II MEF
CMDCM	CG	N/A
GUNNER	CG	CG
AC/S G-1	CG	CG
AC/S G-2	CG	CG
AC/S G-3	CG	CG
AC/S G-4	CG	CG
AC/S G-6	CG	CG
AC/S G-7	CG	CG
CO, HQBN	CG	CG, II MEF
CO, 2D MARINE REGT	CG	CG, II MEF
CO, 6TH MARINE REGT	CG	CG, II MEF
CO, 8TH MARINE REGT	CG	CG, II MEF
CO, 10TH MARINE REGT	CG	CG, II MEF



# FITNESS REPORT MATRIX

	Reporting Senior	Reviewing Officer
<b>2D MLG</b>		
CG	CG, II MEF	COMMARFORCOM
COS	CG	CG, II MEF
AIDE-DE-CAMP	CG	CG
SGTMAJ	CG	CG, II MEF
CMDCM	CG	N/A
AC/S G-1	COS	CG
AC/S G-2	COS	CG
AC/S G-3	CG	CG
AC/S G-4	COS	CG
AC/S G-6	COS	CG
CO, 2D DENTAL BN	CG	N/A
CO, 2D MEDICAL BN	CG	N/A
CO, CLR-2	CG	CG, II MEF
CO, CLR-25	CG	CG, II MEF
CO, HQREGT	CG	CG, II MEF
<b>2D MEB</b>		
CG	CG, II MEF	COMMARFORCOM
COS	CG	CG, II MEF
AIDE-DE-CAMP	CG	CG
SGTMAJ	CG	CG, II MEF
AC/S G-3	CG	CG, II MEF
AC/S G-4	CG	CG, II MEF

SAMPLE MARINE REPORTED ON WORKSHEET

Purpose: Marine personnel will complete and submit the following worksheet when their RS is the Commanding General, Deputy Commanding General, or the Chief of Staff. The worksheet is submitted in conjunction with the MRO Worksheet via APES.

From: MRO Rank/name  
To: RS Rank/name

Subj: MRO WORKSHEET: TYPE OF REPORT (DATE TO DATE)

1. Date Submitted in APES: Date
2. Background Information: (answer when/where)

Date of rank:

Have you been selected for or attended appropriate PME for your grade?

Did you hold command at O-5 or O-6 level?

Are you currently slated for command?

Have you completed a HQMC assignment?

Have you completed a joint duty assignment?

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

What is your next HQMC board action?

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 yourself)

4. Accomplishment bullets or narrative: (For RS to consider for preparation of RS comments and recommended RO comments)

-He/she led logistics staff coordination in support of XX MEU's deployment to OEF. This "non-traditional" MEU deployment moved into the theater by MSC shipping and air, included the development of logistical support CONOPS, planning for SECREPs and EDL deficiencies.

-He/she recommended priorities for the allocation of logistics resources among assigned forces in II MEF. This task required extensive cross-leveling of equipment across MSCs to meet OEF, and other GWOT operations and he/she developed and coordinated all logistics support plans, policies, and procedures for current and future logistical operations.

ENCLOSURE (2)

-He/she conducted extensive logistics support with higher, adjacent, and external agencies in order to maximize efficiency and effectiveness of logistics operations. These organizations included: MARCENT, MARSOC, DLA, HQMC, I&L, and LOGCOM and in close coordination with DC I&L, he/she monitored and integrated Logistics Modernization efforts into II MEF garrison and tactical operations.

I. A. MRO

**SAMPLE REVIEWING OFFICER COMMENTS AND COMPARATIVE ASSESSMENT WORKSHEET**

**Purpose:** Reporting Seniors will complete and submit the following worksheet upon forwarding in APES reports that require Reviewing Officer action by the Commanding General, Deputy Commanding General, or Chief of Staff.

From: RS's rank/name

To: RO's rank/name

Subj: PROPOSED REVIEWING OFFICER COMMENTS IN THE CASE OF: RANK  
FIRST INITIAL LAST TYPE OF REPORT (DATE TO DATE)

**1. Date submitted in APES:** Date

**2. Background Information:** (Answer when/where)

Has the MRO been selected for or attended appropriate PME for his/her grade?

Did the MRO hold command at O-5 or O-6 level?

Is the MRO currently slated for command?

Has the MRO completed a HQMC assignment?

Has the MRO completed a joint duty assignment?

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

What is the next HQMC Board action for MRO?

**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 MRO)

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

RS High for Grade	0.00
RS Low for Grade	0.00
RS Avg for Grade	0.00
Avg for this report	0.00
For all reports of this grade I rank MRO	# of #

5. **Recommended RO comments:**

6. **Comparative Assessment:** Recommend you place the MRO in the top  
\_\_\_\_\_ % of your profile.

I. A. RS

### THIRD OFFICER SIGHTER WORKSHEET

**Purpose:** A General Officer within the chain of command will sight all adverse officer reports. In enlisted reports, the next officer in the reporting chain senior to the RO, normally the RO's RS, will sight all adverse enlisted reports. The third officer sighting the report will be the commanding officer or the executive officer at the battalion/squadron level, or a field-grade officer or civilian equivalent at a higher level of command.

From: RO

To: CG/DCG/COS, II MARINE EXPEDITIONARY FORCE

Subj: PROPOSED THIRD OFFICER SIGHTER OFFICER COMMENTS IN THE CASE OF  
XXXXXXXXXXXXXXXXXXXXXXX (AN 20XXXXXX-20XXXXXX)

1. Date Submitted to APES:

2. Background Information:

-Reason for adverse report:

-Inconsistencies or disagreements as to matters of fact presented in MRO's first statement that required the reviewing officer to specifically address in Section K:

-Inconsistencies or disagreements as to matters of fact presented in MRO's second statement that require me to address in my third officer action:

-Is MRO retiring?

-Other pertinent information:

3. Recommended Third Officer Sighter comments: (Below as an example if no inconsistencies or disagreements as to matters of fact)

I have reviewed this report in its entirety. I am satisfied that the requirements of Chapter 5 of the Performance Evaluation System relating to adverse fitness reports have been fulfilled. There are no inconsistencies and disagreements as to matters of fact that would require the reviewing officer to specifically address in Section K of the fitness report or require me to address in my third officer action.

I. A. RO

ENCLOSURE (4)

## MARFORCOM RS INFORMATION TO RO (PART I)

1. Marine Reported On:			2. Occasion and Period Covered:		
a. Last Name	b. First Name	c. MI	a. OCC	b. From	To
SMITH	JOHN	J	CH	20130501	20131001

**RS GRADE Profile**

This Report	4.79*
-------------	-------

Grade	Maj
Number of Reports	11
Average	4.58
High	5.43
Low	2.00

\*This report is tied for #5 with 1 other Officer in my Majors' Profile

**Recommended Markings**

K. REVIEWING OFFICER COMMENTS		
1. OBSERVATION: <input type="checkbox"/> Sufficient <input type="checkbox"/> Insufficient	2. EVALUATION: <input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur	
3. COMPARATIVE ASSESSMENT: Provide a comparative assessment of potential by placing an "X" in the appropriate box. In marking the comparison, consider all Marines of this grade whose professional abilities are known to you personally.	DESCRIPTION	COMPARATIVE ASSESSMENT
	THE EMINENTLY QUALIFIED MARINE	<input type="checkbox"/>
	ONE OF THE FEW	<input type="checkbox"/>
	EXCEPTIONALLY QUALIFIED MARINES	<input checked="" type="checkbox"/>
	ONE OF THE MANY HIGHLY QUALIFIED	<input type="checkbox"/>
	PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE	<input type="checkbox"/>
	A QUALIFIED MARINE	<input type="checkbox"/>
	UNSATISFACTORY	<input type="checkbox"/>

**Recommended RO Comments\*\***

- One of our top Majors; clearly a cut above his peers; leveraged his immense experience as a very successful Co Cmdr in his role as the Bn X.O.; maintained my complete trust in this critical billet within the Reg't.
- A young Field Grade Officer with the right mixture of creativity, energy, and mature judgment.
- Major Smith will be a superb Staff Officer at HQMC or Joint Staff; promote to LtCol when eligible and select for Resident PME; continue to provide him opportunities to command in the future.

Provide MRO's PME status: complete/not complete for grade. If PME complete, specify if the PME was resident or non-resident.

\*\* Bullet or narrative format - not to exceed 7 lines in bullet format or 616 characters in narrative format using Courier New, 12-point font.



MARFORCOM RS INFO TO THE RO (PART II)

7 NOV 13

MEMORANDUM FOR COMMANDER, U.S. MARINE CORPS FORCES COMMAND

SUBJ: PROPOSED RO COMMENTS ON A FITNESS REPORT, IN CASE OF XXX  
XXXXXXX

Sample letter to round out RS's remarks:

1. XXXXXXXX is completing his second year in the "MSC," and has served as the "MSC" G-X and the Commanding Officer, "UNIT." As you are well aware, he has been serving as the Commanding Officer, "UNIT" in direct support of "UNIT," general support of "MSC," and has performed well. XXXXXXXX's forte is process development and data review. He was a "MOS" officer prior to becoming an 80XX, 9904, and his leadership style reflects his process focus. Throughout the entire preparation for, and execution of, ABCDE, he was more focused on the processes to get his people ready than he was his people. XXXXXXXX was not a primary select for command of "UNIT," but was given the command after the primary and secondary nominees turned down the command. I have placed the strongest XO/S-3 team in the "MSC" with XXXXXXXX and he has, to his credit, allowed them to run with the ball. They have been central to "UNIT" success. XXXXXXXX has completed TLS. In my opinion, XXXXXXXX was not selected for command for a reason. He is the weakest leader of three Colonels in "UNIT". This is not to suggest that he has totally missed the mark, nor that his report should be adverse. He has done well, as reflected in my report, in establishing processes and procedures for command, but he lacks the ability to engage and motivate Marines, and his leadership is far from dynamic. I think the best reflection of his ability to develop process is in his successful creation and development of a vibrant Family Readiness Program and Key Volunteer Network. His unit is performing well, and it is a testament of his ability to recognize his weaknesses and employ the strengths of his key subordinates.

Very respectfully,

RS

ENCLOSURE ( 5 )