



UNITED STATES MARINE CORPS
COMMANDING ELEMENT
II MARINE EXPEDITIONARY FORCE
FLEET MARINE FORCE
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II MEFO 1610.5
CG
NOV 02 2020

II MARINE EXPEDITIONARY FORCE ORDER 1610.5

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

Subj: NAVY PERFORMANCE EVALUATION AND COUNSELING SYSTEM GUIDELINES WITHIN
II MARINE EXPEDITIONARY FORCE (MEF)

Ref: (a) BUPERSINST 1610.10E

Encl: (1) Enlisted Quality Review Board Results Memorandum Template

1. Situation. This Order provides guidance for executing the Navy Performance Evaluation System, as the primary means for evaluating Navy officer and enlisted performance within II MEF.
2. Mission. To promulgate guidance and procedures pertaining to responsibilities for preparing and submitting performance evaluation reports as well as providing performance counseling to Navy officer and enlisted personnel within II MEF.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All Navy performance evaluation reports and counseling system entries shall be done accurately, fairly and in a timely manner. The II MEF Command Master Chief (CMDCH) will establish an Enlisted Quality Review Board (EQRB) process.

(2) Concept of Operations

(a) Reporting Senior (RS) Authority

1. Per the reference, the II MEF Commanding General (CG) has sole Reporting Senior (RS) delegation authority. The CG has delegated in writing the II MEF Chief of Staff as the RS for all Navy personnel assigned to the II MEF Command Element (CE).

2. The CG is the RS for the II MEF CMDCH and for all other Navy O-6 assigned to II MEF CE Staff.

b. Tasks

(1) Reporting Seniors

(a) Per the reference, promptly submit Fitness Reports (FITREPS), Chief Evaluations (CHIEFEVALS), and Evaluations (EVALS) when due.

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(b) When evaluating performance traits consider both the current summary group average and their reporting senior cumulative average (RSCA) for each paygrade they have reported on in the past.

(2) Navy Senior Enlisted Leaders (NSELs)

(a) Assist the RS in ensuring FITREPS, CHIEFEVALS and EVALS are completed on all enlisted personnel within their command in a timely manner.

(b) Submit all periodic performance reports from their command for ranking at the EQRB when directed by the CMDCM.

(c) When required, serve as EQRB board member. EQRB member must be senior than the paygrade being ranked.

(3) Command Pay and Personnel Administrator (CPPA)

(a) Mail all completed and signed original reports to PERS-32.

c. Coordinating Instructions

(1) Enlisted Quality Review Board. The purpose of the EQRB is to perform a quality review on all enlisted EVALS prior to submission, as well as to provide the RS with information regarding their Sailors' rankings compared to the rest of the Sailors of the same paygrade throughout designated commands. The process does not remove any authority from a RS or dictate how they must rank the Sailors under their purview. It is intended for informational purposes only. All other Major Subordinate Commands (MSCs) and Major Subordinate Elements (MCEs) may utilize a soft-ranking process at their CMDCM's and RS' discretion. EQRBs are required to be conducted on all E-6 and above prior to periodic report submission deadlines.

(a) Board Process

1. For all E-8's in all II MEF MSC/Es a II MEF level EQRB will be conducted and will consist of the following or their designated appointees: Chairperson: II MEF CMDCM; minimum of three Board Members: MSC CMDCMs or E-9 acting.

2. Members for the II MEF CE EQRB's will consist of the following or their designated appointees: Chairperson: II MEF CMDCM; minimum of four NSEL Board Members: E-7 to E-9.

3. If a NSEL boardmember is unavailable on the day of the board, the NSEL will appoint another member within the same command section to serve as a board member and inform the Chairperson of the change. The CMDCM will serve as Chairperson and personnel of the next higher paygrade of command as board members. If CMDCM is not available, he/she will assign an appropriate Board Chairperson.

4. After all NSELs have submitted their designated Command Enlisted Reports to the assigned sharepoint folder, each board member will be offered one week to review quality and rank every report utilizing the EQRB Chairperson's guidance. The Board Chairperson will determine scoring criteria and process prior to the commencement of the board. Each board member must ensure they do not score multiple entries with the same score. Results will be annotated on EQRB Results Memorandum Template, per the enclosure.

5. One main EQRB Ranking Template will be posted to the CMDCM's Sharepoint in a protected folder for each board member to enter their rankings within their respective columns, consolidating everyone's scores.

6. The II MEF E-8 and II MEF CE for other enlisted ranks EQRB will convene as directed by the II MEF CMDCM, and will be tasked with determining the final order of ranking by utilizing a 'rack and stack' method. Starting at the highest rank, each entry will be read and compared against the entry that was numerically ranked next to it. During this time, further explanation or representation of the entries may be discussed in order to properly rank each report. If a previously lower ranked entry is moved above a higher ranked entry, then the lower ranked report must also be ranked against the next higher report to ensure proper placement.

7. Upon completion, a by-name list of ranking results will be provided to the assigned NSEL who will review the list to ensure all Sailors have appropriate EVALs completed. Upon final review, the assigned NSEL will review the EQRB Results Memorandum as found in the enclosure for the CMDCM's approval. Upon approval the CMDCM will forward the memorandum to the applicable RS.

8. The following statement will be added to the performance reports of which II MEF E-8 soft-ranked for each board, determined by the board Chairperson prior to submission to RS': "(Sailor's rank and name) soft-ranked #X of XX throughout II MEF and all X operational commands."

(2) Submission of Reports Deadlines

(a) Performance reports for the II MEF E-8 and II MEF CE EQRBs are due to the II MEF CMDCM as outlined in Table 1:

Rank	Ending Date	Reports Due to CMDCM (on or about)	Board Convenes (on or about)
E6	15 Nov	20 Oct	29 Oct
E7	15 Sep	05 Aug	12 Aug
E8	15 Sep	05 Aug	15 Aug

Table 1

4. Administration and Logistics. Omitted.

5. Command and Signal

a. Command. This Order is applicable for II MEF CE and all subordinate units.

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


B. D. BEAUDREULT

DISTRIBUTION: A

ENLISTED QUALITY REVIEW BOARD RESULTS MEMORANDUM TEMPLATE

From: Command Master Chief, II Marine Expeditionary Force, FMF
To: Chief of Staff, II Marine Expeditionary Force

Subj: II MARINE EXPEDITIONARY FORCE (PAYGRADE) SOFT-RANKING BOARD

Ref: (a) BUPERSINST 1610.10(series)

1. II Marine Expeditionary Force (paygrade) Soft-Ranking Board for the (month/year) periodic evaluation reports was held on (date/time). Board members consisted of the following:

Chairperson:
Board Member:
Board Member:
Board Member:
Board Member:
Board Member:

2. Board results of the Soft Ranking Board are as follows:

- a. HMC Sailor #1 of 30
- b. NCC Motivator #2 of 30

3. Reporting Seniors are highly encouraged to utilize the rankings to maintain the competitiveness of their Sailors with the rest of the fleet.

4. Point of contact is CMDCM John Jones, email: john.jones@usmc.mil.

C. M . CHIEF