

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 063 PERFORMANCE EVALUATION SYSTEM
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- 063 00 NO SUBCAT FOR THESE STATEMENTS
- 063 00 001 Does the command have a PME training program to ensure MROs, RSs and ROs are educated on the contents of MCO P1610.7F?
Reference
MCO P1610.7F, CHAP 9, PAR 9005.3
- 063 00 002 Are Marines being educated on their responsibility to periodically review their MBS and OMPF to ensure that all fitness reports are accounted for?
Reference
MCO P1610.7F, CHAP 9, PAR 9005.3
- 063 00 003 Is the command tracking fitness reports to ensure they are submitted within 30 days of the end of the reporting period to HQMC?
Reference
MCO P1610.7F, CHAP 1, PAR 1003.3
- 063 00 004 Does the command ensure join/annual audits are conducted to ensure all fitness report periods are accounted for through <https://www.mmsb.usmc.mil>?
Reference
MCO P1610.7F, CHAP 9, PAR 9005.3C
- 063 00 005 Is the command ensuring RSs review the "Fitness Report Status" tracking system located on the MMSB website within the first 30 days the MRO is assigned to the RS and every reporting occasion thereafter?
Reference
MCO P1610.7F, CHAP 2, PAR 2003.3D
- 063 00 006 Are reporting officials submitting CMC Directed (DC) reports when significant adverse action occurs by the MRO that requires immediate reporting to CMC?
Reference
MCO P1610.7F, CHAP 3, PAR 3004.2

- 063 00 007 Does the command ensure reporting officials submit fitness reports on MROs for Change of Reporting Official Senior (CH), Transfer (TR), Change of Duty (CD), End of Service (EN)(optional for retirees or transfer to FMCR), or Change in Status (CS) (for Reservist only)?
Reference
MCO P1610.7F, CHAP 3, PAR 3004.3-5 AND 3004.8-9
- 063 00 008 Does the command ensure reporting officials submit fitness reports on MRO's for temporary duty (i.e. to TAD (TD) and From TAD (FD))?
Reference
MCO P1610.7F, CHAP 3, PAR 3004.6-7
- 063 00 009 Is the command verifying that reporting officials are submitting fitness reports on MROs for Annual (AN) (Active Duty Marine Annual Report, Annual Reserve (AR) (Reserve Marine Annual report), and Semi-Annual (Active Duty Lieutenants only) occasions?
Reference
MCO P1610.7F, CHAP 3, PAR 3004.10-12
- 063 00 010 Does the command ensure MROs receive a fitness report from reporting officials for Reserve Training (RT) (for Reservist only), if applicable?
Reference
MCO P1610.7F, CHAP 3, PAR 3004.13
- 063 00 011 Does the command ensure reporting officials provide MROs a signed copy of completed fitness reports?
Reference
MCO P1610.7F, PAR 4013.3
- 063 00 012 Are commands requesting extension approval when combat or other unique operational deployment situations preclude the timely submission of fitness reports to HQMC within 30 days of the end of a reporting occasion?
Reference
MCO P1610.7F, CHAP 7, PAR 7004
- 063 00 013 When the MRO's Non-Judicial Punishment (NJP) or courts-martial is set aside or the MRO's grade reduction is disapproved (i.e. the grade reduction is remitted), is the RS who submitted the original Grade Change (GC) report submitting a new DC report that covers the original GC reporting period?
Reference
MCO P1610.7F, CHAP 6, PAR 6007

- 063 00 014 When applicable, does the command ensure procedures are followed when processing reports on Marines serving external to the Marine Corps?
Reference
MCO P1610.7F, CHAP 6, PAR 6008
- 063 00 015 Are the command and/or Senior Marine Representative assisting reporting officials when neither the RS nor RO is a Marine?
Reference
MCO P1610.7F, CHAP 6, PAR 6008.1B AND 6008.2
- 063 00 016 Does the command submit GC fitness reports for Sergeants and above who are reduced at NJP, administrative proceedings and courts-martial?
Reference
MCO P1610.7F, PAR 3004.1
- 063 00 017 Does the command submit DC fitness reports for Sergeants and above for all substantiated incidents of domestic violence or child abuse?
Reference
MCO P1610.7F, PAR 3010
- 063 00 018 Does the command submit DC fitness reports for Sergeants and above who are declared deserters, for the period preceding the declaration of desertion?
Reference
MCO P1610.7F, PAR 3011