



DEPARTMENT OF THE NAVY  
SECRETARY OF THE NAVY COUNCIL OF REVIEW BOARDS  
720 KENNON STREET SE STE 309  
WASHINGTON NAVY YARD DC 20374-5023

IN REPLY REFER TO

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CORB: 000  
21 Aug 17

SECNAVCORB POLICY LETTER 2017-1

From: Director, Secretary of the Navy Council of Review Boards

Subj: CORB PERFORMANCE EVALUATION (PE) GUIDELINES

Ref: (a) MCO 1610.7  
(b) BUPERSINST 1610.10D

Encl: (1) Reporting Officer/Reporting Senior Worksheet

1. Purpose. This Policy Letter establishes procedures to ensure consistent preparation of all Performance Evaluations for Marines and Sailors assigned to the Secretary of the Navy Council of Review Boards (CORB). Detailed information concerning service specific PE requirements, procedures, and fitness report or evaluations basics can be found in the references. This Policy Letter cancels SECNAVCORB Policy Letter 2014-2.

2. Background.

a. All military members assigned to the CORB deserve an accurate evaluation officially documenting the observed performance of their assigned duties. To achieve this end the Reporting Senior (RS) will be the direct supervisor (as outlined in the Board's established personnel diagram) of the individual service member receiving the performance evaluation. For Marine Corps evaluations, when the Board President is the RS, the Director, CORB will serve as the Reviewing Officer (RO).

b. All billet titles will reflect billet descriptions as identified in the Marine Corps Table of Organization or the billet title as identified in the Navy Activity Manpower Document for the CORB.

c. To meet the spirit and intent of service specific PE requirements all reporting officials are responsible for executing the guidance contained in this directive, as well as the applicable policies and procedures contained in the references.

3. Marine Corps Personnel.

a. Fitness reports for all Marines will be prepared and submitted in accordance with reference (a).

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b. The Automated Performance Evaluation System (APES) is the primary means for preparing and submitting fitness reports to the service headquarters on all Marine personnel assigned to the CORB.

c. APES can be accessed through the Marine on Line (MOL) web portal located at: <https://www.mol.usmc.mil>, under the Resources tab. Members of the reporting chain, who have not previously obtained a MOL account, including Navy personnel assigned or attached to CORB, will do so during their check-in process to CORB.

d. The reporting chain at the CORB for Marine Corps Fitness Reports consists of the Reporting Senior (RS), Reviewing Officer (RO), Third Officer Sighter (when applicable), and the Senior Marine Representative (SMR). The Marine Reported On (MRO) is not part of the reporting chain.

(1) The CORB SMR is responsible for providing non-Marine RSs and ROs guidance and education on the current policy. Additionally, the SMR must review all fitness reports for administrative correctness and may comment on the MRO, as appropriate.

(2) Selected senior Marine Corps officers assigned to the CORB will perform the duties of the SMR for members of the CORB at the rank of LtCol and below, when required, and will comply with the guidance contained in paragraph 6008.1b of reference (a). Officers selected as the SMR will be personally notified in writing by the Director, CORB.

(3) The Military Assistant (MA) for ASN (M&RA) will serve as the SMR for all Colonels assigned to the CORB.

4. Navy Personnel.

a. Reports for Navy personnel will be prepared and submitted in accordance with reference (b).

b. The Fitness Report & Counseling Record (NAVPERS 1610/2) (W2-O6), Evaluation Report and Counseling Record (NAVPERS 1616/27) (E7-E9), and Evaluation Report and Counseling Record (NAVPERS 1616/27) (E1-E6) are the primary means for preparing and submitting fitness and evaluation reports on all Navy personnel assigned to the CORB.

c. Navy Evaluation Forms shall be completed using NAVFIT 98. The form may also be obtained at: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>

d. All Reporting Seniors for Navy Enlisted personnel assigned to the CORB will ensure the CORB Navy Senior Enlisted Advisor (SEA) provides input on the Evaluation and Counseling Record (NAVPERS 1616/27 and NAVPERS 1616/26) as the Rater in accordance with reference (b). All SEA's are appointed in writing by the Director, CORB, and the appointment letters are maintained on file in the CORB front office by the Office Administrator.

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e. Civilians in command positions who hold the grade of GS-9 through GS-12 may sign reports on E5 and below. GS-13 or equivalent may sign reports for E1 to E9. Evaluations on personnel E6 and below should contain the signatures of a rater and senior rater. The signature of the reporting senior is required. The rater for personnel E1-E4 can be an E6 (or civilian equivalent (GS-5)) or higher. For personnel E5-E6, the rater should be a Navy E-7 or higher whenever possible, but if none is available within the command, the rater may be a military or civilian supervisor who is an E7 equivalent (GS-6) or higher. The senior rater will be the member's division officer or department head.

f. All completed Navy fitness reports, regardless of grade, will be forwarded to the CORB Office Administrator for administrative review and final processing.

g. All reports will be mailed to NAVPERSCOM within 15 days of the ending date.

5. Reserve Personnel Assigned to CORB. When submitting reports on reserve component service members RS's will follow the guidance contained in references (a) and (b) pertaining to reserve component members.

6. Fitness Report Worksheets. To assist the RO on Marine reports, RS's are required to complete a Reporting Officer Worksheet and provide to the RO at the same time the fitness report is provided. See Enclosure (1).

7. Procedures for Adverse Reports. Adverse fitness reports are used to document and report unsatisfactory performance, unacceptable professional character, or lack of leadership potential. RSs are required to review the service reference to ensure all procedures are followed and proper documentation is achieved when an adverse fitness report is necessary.

a. Should an adverse fitness report be required on a service member assigned to the CORB the RS is required to notify the Director, CORB of the situation once the RS has determined an adverse fitness report is warranted.

b. Service members issued an adverse fitness report have an opportunity under regulation to comment on all adverse material.

c. Adverse Marine Corps fitness reports must be constructed and issued in accordance with guidance outlined in Chapter 5 of reference (a). All adverse Marine Corps fitness reports require a third officer signature.

d. Adverse Navy fitness reports must be constructed and issued in accordance with guidance outlined in Chapters 2 and 3 of reference (b).

8. Tasks.

a. Board Presidents and Executive Secretaries.

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(1) Establish reporting relationships for all military personnel assigned to your Board in accordance with the organizational structure represented by the Board's wire diagram as reviewed with the Director, CORB.

(2) Ensure all military members of their respective Board understand who their RS, and in the case of Marine's their RO, are within the Board structure.

(3) Ensure all fitness reports for personnel assigned to the respective Board are completed in accordance with applicable directives and submitted in a timely manner.

b. CORB Office Administrator.

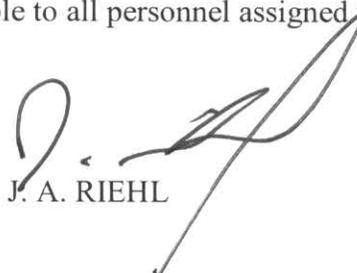
(1) Ensure all military personnel, Board Presidents, and Executive Secretaries receive a schedule representing the reporting periods, by grade and by service, for planning purposes.

(2) Ensure all CORB personnel in the reporting chain of command have access to the appropriate personnel IT programs required to execute their responsibilities as an RS, RO, Rater, Third Officer Sighter or SMR.

(3) Ensure all Navy fitness reports are properly mailed to service headquarters and copies are distributed to the RS and member as required.

(4) Provide assistance and guidance to anyone in the reporting chain, as needed, to ensure reports are completed correctly and in a timely manner.

9. Applicability. This Directive is applicable to all personnel assigned to the CORB in the reporting chain for DoN fitness reports.

  
J. A. RIEHL

Distribution List:

CORB Service Members  
CORB Board Presidents  
CORB Executive Secretaries  
MA ASN (M&RA)

Reviewing Officer/Reviewing Senior  
Worksheet

From:

To:

Subj: PROPOSED REVIEWING OFFICER COMMENTS IN THE CASE

TYPE OF REPORT:

1. Date Submitted:

2. Background Information:

Does the member have an established retirement date?

Has member been selected for or attended appropriate PME for their grade?

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

Is the member currently slated for command?

Has the member completed a service headquarters assignment?

Has the member completed a joint duty assignment?

What is the member's desired follow-on assignment?

3. Additional Information:

4. Recommended RO Comments: