



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
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JUL 13 2018

POLICY LETTER 20-18

From: Commanding General
To: All Commanding Officers, Assistant Chiefs of Staff, Directors,
and Special Staff Officers within MAGTFTC, MCAGCC

Subj: FITNESS REPORT PREPARATION AND SUBMISSION GUIDANCE

Encl: (1) RO Worksheet

1. I want to make it clear to everyone who writes fitness reports that I take the obligation of fitness report preparation and submission very seriously. Our subordinates do great work on a daily basis and it is incumbent upon us to give those who deserve it the best shot at their next promotion. As such, I am publishing this policy letter to provide guidance for my expectations for fitness report preparation and submission in a timely manner.

2. For all fitness reports coming to me as the Reviewing Officer (RO), I expect that the report will be in my Automated Performance Evaluation System (APES) account for action by me within 15 days of the end of the reporting period. All Reporting Seniors (RS) who are submitting reports to me as the RO will send me an email indicating that the report is in my APES account, and will have the enclosure attached and fully filled out to ensure I have the most accurate picture possible of the Marine reported on (MRO). If an RS cannot make this timeline, I expect an email explaining why, but still expect that I will get at least a week before the report is due to Headquarters, Marine Corps (HQMC). These should be exceptional cases only. In cases where a report either is, or will be late to HQMC, I expect an in person explanation (for commands here at Marine Corps Air Ground Combat Center (MCAGCC) or a phone call (from outlying commands) as to the extenuating circumstances that are causing the report to be late.

3. For all reports not coming to me as the RO, I expect a full faith effort to get the reports in on time. I also expect that all ROs and RSs are checking their profiles before they are marking the reports so that they are not inadvertently damaging the MRO, or those Marines whom the officer has written on in the past. I say this because I have sat on boards where it is painfully obvious that not all of us who write fitness reports are checking our profiles. I can assure you that it is professionally embarrassing for those who do not. I can also assure you that I check every time I prepare a report as I consider it one of my many obligations.

4. It is also expected that as leaders of Marines we are holding our peers and subordinates accountable. Responsible commanders should be, at a minimum, requesting Commander's Timeliness Reports from the Manpower & Reserve Affairs website on a monthly basis. Additionally, it is strongly recommended that commanders also receive missing last annual reports, and conduct intermittent fitness report classes to their subordinates.

R. B. TURNER, JR.

DISTRIBUTION: A

RO Worksheet

COMMANDING GENERAL, MAGTFTC, MCAGCC, RECOMMENDED REPORTING OFFICER COMMENTS		
1. TODAY'S DATE		
2. MARINE REPORTED ON	3. REPORTING SENIOR	
4. OCCASION AND DATES		
a. OCCASION	b. DATE FROM	c. DATE TO
5. RECOMMENDED RO COMMENTS (bullet)		
YOUR PROFILE		
6. HISTORY		
a. Total number of reports submitted for the grade evaluated:		
b. Overall Marking Average (all reports written for this grade):		
c. Lowest Average (all reports written for this grade):		
d. Highest Average (all reports written for this grade):		
7. THIS REPORT		
a. Average this report (Relative Value based on your RS marks):		
b. Where does MRO fall out in your overall profile? (Check one)	<input type="checkbox"/> Top third <input type="checkbox"/> Middle third <input type="checkbox"/> Bottom third	
b. Where do you recommend the RO assess MRO? (Check one)	<input type="checkbox"/> Top third <input type="checkbox"/> Middle third <input type="checkbox"/> Bottom third	