



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON DC 20350-3000

MCO 1616.1
M&RA (MMRP-33)
25 Nov 2020

MARINE CORPS ORDER 1616.1

From: Commandant of the Marine Corps
To: Distribution List

Subj: JUNIOR ENLISTED PERFORMANCE EVALUATION SYSTEM (JEPES)

Ref: (a) U.S. Navy Regulations, 1990
(b) Marine Corps Manual W/CH 1-3
(c) SECNAV M-5210.1
(d) 5 U.S.C. 552a
(e) SECNAV 5211.5F
(f) MCO 5215.1K
(g) MCO P1400.32D W/CH 1-2
(h) Commandant's Planning Guidance 2019
(i) MCO 5210.11F

Encl: (1) Junior Enlisted Performance Evaluation System Overview

1. Situation. In accordance with the 2019 Commandant's Planning Guidance, our Commandant has directed a change and modernization of the way the Marine Corps should "identify skills, performance and future potential." The Junior Enlisted Performance Evaluation System (JEPES) is a new system that supports the promotion and retention of the highest quality Marines in a new information age. JEPES replaces the legacy Proficiency and Conduct system and associated Individual Records Administrative Manual (IRAM) that served the Marine Corps for decades. This Marine Corps Order establishes the policies, procedures, and standards for the operation and maintenance of the JEPES in accordance with references (a) through (i), and the submission of performance evaluations for Marines in the rank of Private through Corporal as required by article 1129 of the U.S. Navy Regulations and paragraph 2503.1 of the Marine Corps Manual.

2. Cancellation. On the date effective, 1 February 2021, this Order replaces paragraph 4005, pages 4-31 through 4-43, the pro/con section of the IRAM, MCO P1070.12K W/CH 1.

3. Mission. To establish the JEPES as the means by which to evaluate the performance of junior Marines, and set conditions for publishing revisions and improvements to the JEPES.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The JEPES provides for the accurate performance evaluation of all Marines of the rank Private through Corporal and supports the promotion and retention of the highest quality Marines.

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

(2) Concept of Operations. This order establishes the concepts and overview of the JEPES. Subsequent revisions will include the detailed JEPES software help guide and periodic system upgrades.

b. Subordinate Element Missions. Commanders and officers-in-charge (OICs) must ensure that all reporting officials and Marines (Private through Corporal) under their charge are well versed in the spirit and intent of this Order.

5. Administration and Logistics

a. This Order is published electronically and can be accessed on-line via the Marine Corps Publications Electronic Library (MCPEL) at: <http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx>.

b. Recommendations. Recommendations concerning the contents of this Order may be submitted to the CMC, Manpower Management Records and Performance Branch (MMRP-33) via the appropriate chain of command.

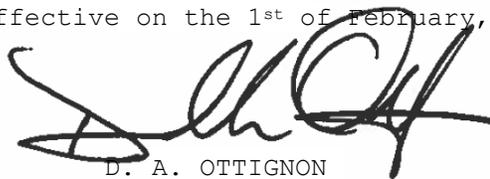
c. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 CH-1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

d. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective on the 1st of February, 2021.



D. A. OTTIGNON
Deputy Commandant for
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10201616100

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Introduction	ii
1.	Purpose.....	ii
2.	Significance of the JEPES to CPG19.....	ii
3.	Status.....	ii
4.	Scope.....	ii
5.	Responsibility.....	ii
6.	Publications and Listing.....	ii
7.	Organization.....	ii
8.	Changes.....	ii
Chapter 1	CONCEPTS AND OVERVIEW.....	1-1
1.	Scope.....	1-1
2.	Purpose.....	1-2
3.	Objectives of the System.....	1-3
4.	Key Concepts.....	1-3
5.	General Responsibilities.....	1-4
6.	Evaluation Cycle.....	1-5
7.	Authority.....	1-6
Chapter 2	REPORTING CHAIN DUTIES AND INSTRUCTIONS.....	2-1
1.	Reporting Chain Responsibilities.....	2-1
2.	Reporting Occasions.....	2-2
3.	Command Input Instructions.....	2-4
4.	Corrective Procedures.....	2-6
APPENDIX A	JEPES MRO DASHBOARD.....	A-1
APPENDIX B	JEPES MANUAL SCORING INSTRUCTIONS.....	B-1
APPENDIX C	JEPES AND JUNIOR ENLISTED PROMOTIONS.....	C-1
APPENDIX D	FOUR PILLARS OF JEPES.....	D-1
APPENDIX E	BILLET ACCOMPLISHMENTS.....	E-1
APPENDIX F	GLOSSARY OF TERMS AND DEFINITIONS.....	F-1
APPENDIX G	GLOSSARY OF ACRONYMS AND ABBREVIATIONS.....	G-1

Introduction

1. Purpose. This order publishes the policies, procedures, and administrative instructions for the operation and management of the Junior Enlisted Performance Evaluation System (JEPES). The JEPES software help guide and subsequent revisions will follow this Order.

2. Significance. The 38th Commandant of the Marine Corps, General David G. Berger, stated in his 2019 Planning Guidance, reference (h), that: "Everything starts and ends with the individual Marine." An accurate, transparent, and efficient Junior Enlisted Performance Evaluation System is in line with the primacy of the individual Marine and the collective responsibility of the institution to optimize our manpower system in order to retain and promote the highest quality Marines.

3. Status

a. Requirements in this Order are binding on all commanders, OICs, Senior Enlisted Leaders and personnel serving as reporting officials.

b. Any deviation from instructions in this Order and future revisions must be authorized by the CMC (MMRP-33).

c. Any points of friction or improvement identified by those serving as reporting officials, are to be expediently sent to MMRP-33 as feedback.

4. Scope. This Order defines junior enlisted performance evaluation authority, responsibilities, and the overall intent of the system.

5. Responsibility. The currency, accuracy, and modification of this Order is the responsibility of the CMC (MMRP-33). Distribution is the responsibility of the HQMC Administration and Resource Management Division (AR). HQMC staff agencies and field commands are responsible for timely entry of changes and physical maintenance of their copies of this Order.

6. Publications Listing. This Order is published electronically and can be accessed on-line via the MCPEL at:
<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx>.

7. Organization. This Order is organized in chapters numbered sequentially and listed in the contents.

8. Changes. Changes to this Order will follow instructions in the current edition of reference (f). Record all changes on the Record of Changes page.

Chapter 1

Concepts and Overview

1. Scope

a. The Marine Corps Junior Enlisted Performance Evaluation System (JEPES) is the means by which Marines in the grades Private through Corporal are evaluated and recommended for promotion to the next higher grade. Following the release of subsequent revisions, the JEPES will also aid in enlisted retention and future assignments by more precisely showing how a Marine has compared to peers throughout their career. JEPES replaces the legacy Proficiency and Conduct system and the associated portions of the IRAM. The information provided by JEPES is readily accessible to the individual Marine, the Marine's chain of command, career planner, occupational field sponsor, and monitor in order to ensure the best, most qualified Marines are promoted and retained. Its fundamental concepts are transparency, accessibility, accuracy, consistency of evaluation metrics across the total force, and efficient processing. This requires standardization of evaluation procedures, the discipline to follow them, supervision throughout the system, and the education of all participants.

b. JEPES is automated under a single, user-friendly system within Marine Online (MOL), alongside the Performance Evaluation System (PES) which evaluates Marines in the grades of Sergeant through Major General.

c. The Junior Enlisted Performance Evaluation System Worksheet. The JEPES worksheet has two purposes. First, it projects the Marine Reported On (MRO)'s current objective scores and how they compare to peers in rank and MOS. Second, it is the means by which the performance and promotion recommendations of junior Marines (Private through Corporal) are captured and evaluated by the chain of command during a specific period of time. The completed JEPES worksheet is accessed via the MRO Dashboard depicted in appendix A.

(1) The primary output of the JEPES worksheet is a Performance Evaluation System (PES) score that is used for promotion on a monthly basis in accordance with MCO P1400.32D, reference (g). The PES score is comprised of four equally weighted pillars each worth 25 percent of the Marine's score as depicted appendix D:

a. Warfighting (25 percent). Consists of the MRO's current rifle score percentile against peers of the same rank and Marine Corps Martial Arts Program (MCMAP) Belt, each worth 12.5 percent of the PES Score.

b. Physical Toughness (25 percent). Consists of the MRO's current Physical Fitness Test (PFT) and Combat Fitness Test (CFT) score percentiles against peers of the same rank, each worth 12.5 percent of the PES Score.

c. Mental Agility (25 percent). Consists of an MRO's informal PME in grade (MarineNet) and in service/in grade civilian self-education (college/vocational courses and degrees), each worth 12.5 percent of the PES Score.

d. Command Input (25 percent). Consists of the average marks in grade of three lines of subjective evaluation: Individual Character,

Military Occupational Specialty (MOS) and/or Mission Accomplishment, and Leadership. This is the command's chance to highlight superior or inferior MOS proficiency, acts of personal integrity, and leadership.

NOTE: Marines may be eligible for Special Duty Assignment (SDA) or Command Recruiting Bonus (CRB) bonus points which are added to the total PES score.

(2) The JEPES worksheet is a transparent document which shows individual Marines how their objective scores (Rifle, MCMAP, PFT, CFT, Informal PME, Self-Education) reported in the Marine Corps Total Force System (MCTFS) compare to peers of the same rank and MOS. Additionally, it shows the recommended Command Input Marks and comments from the MRO's entire reporting chain.

(3) The JEPES is not a communication tool, nor a counseling document for, the Marine. However, the content of the JEPES worksheet will provide quantifiable information for a debriefing at the end of the reporting period and reinforce counseling sessions throughout the reporting period.

2. Purpose. The purpose of JEPES is to create transparency and standardization in junior enlisted performance evaluations, uphold Marine Corps values and optimize the promotion of the highest quality Marines. The JEPES aids in retention of the best Marines, the assignment of personnel throughout the Marine Corps, and supports other personnel management decisions as required.

3. Objectives of the System. The JEPES must accomplish the following objectives:

a. Accurate and Standardized Assessment. The evaluation must:

(1) Reflect an assessment of tangible results achieved over the reporting period by presenting current objective scores reported in the Marine Corps Total Force System (MCTFS).

(2) Allow the chain of command to provide input that utilizes well-understood metrics that complete the whole picture of the Marine's performance and effectively aids the promotion process per reference (g).

b. Preventing Score Inflation. Countering inflation begins with the chain of command properly utilizing the JEPES command input evaluation metrics, figure 1-2, and accurately reporting the Marine's performance.

(1) The design of the JEPES Worksheet limits the ability of the chain of command to unjustifiably inflate promotion scores. This check and balance is accomplished by weighting command input equally with each of the other pillars of JEPES, while maintaining the commander's ability to "not recommend" a Marine for promotion. The worksheet also shows how the individual Marine's objective scores compares with Marines of the same grade and MOS.

(2) Command input must be based on the Marine's accomplishments utilizing the JEPES command input evaluation metrics during the reporting period. Inflating command input marks does a disservice to the individual Marine and the institution by interfering with the promotion of the best,

most qualified Marines and portraying an inaccurate record of the Marine's service.

c. Timely Completion. JEPES reporting occasions must be completed and approved by the end of the reporting period in order to ensure timely and accurate evaluations. The reporting chain may begin forwarding recommended command input marks 45 days prior to the end of the reporting period. Occasions not approved by the end of the reporting period are considered delinquent and will be captured in command reporting.

4. Key Concepts

a. Transparency. The objective data and subjective command input attributes that comprise the JEPES Worksheet, as well as the grading criteria, are easily viewable to the MRO and the chain of command. Additionally, all parties are able to see how the MRO compares to peers.

(1) The MRO and chain of command can view what percentile the Marine falls into when compared against peers in the same rank, MOS, or cohort for each attribute.

(2) The MRO can view the status and location of the JEPES worksheet, all markings and comments from the chain of command once they are complete, and receives notification in JEPES when the occasion has been approved.

(3) The finalized evaluation and comments are viewable by the chain of command, promotions branch (MMPR), retention branch (MMEA), career planners, and monitors, all of which synchronize efforts in promoting and retaining the highest quality Marines.

b. Accuracy. The weight of the objective attributes in the JEPES (75 percent of total) ensures that the preponderance of the PES score is a result of the Marine's most current training scores recorded in MCTFS. The MRO and leadership must review all information projected in JEPES to ensure it is current and accurate. This includes commendatory or adverse material, as well as individual accomplishments which inform the command input.

c. Consistency of Evaluation Metrics Across the Total Force. The chain of command must reasonably apply the JEPES command input evaluation metrics and definitions, appendix B, to guide the command input portion. The chain of command may not use a personal or unit set of precepts or unreasonable expectations, as this would disrupt fair and uniform assessments. There is flexibility built into these metrics to be able to apply them to any MOS.

(1) The chain of command must embody, preserve, and personally represent the high standards of Marine Corps integrity and moral courage. Personal biases, double standards, and a grading philosophy that is not in accordance with this Order or Marine Corps Core Values are unacceptable and violate the spirit and intent of JEPES.

(2) Marines who suspect personal bias, double standards, or a grading philosophy not adhering to this Order, may engage their reporting chain and make their case to the Approver via the request mast process and using items such as their billet accomplishments as references.

d. Accessibility. Because JEPES requires input from the lowest-level leadership, it is readily accessible from a variety of government-owned and personal electronic devices via username and password.

e. Efficient Processing. JEPES is designed to facilitate the evaluation of the entire population of privates through corporals, the largest percentage of the Marine Corps Total Force. Therefore, the system is designed to efficiently process a large quantity of JEPES Worksheets without increasing administrative burden.

(1) JEPES maximizes automated processes, while facilitating the appropriate amount of human input to the MRO's evaluation.

(2) Commanders are able to view and batch process large quantities of JEPES Worksheets.

5. General Responsibilities

a. Marine Reported On (MRO). The MRO is the subject of the JEPES Worksheet. The MRO is encouraged, but is not required to, submit accomplishments during the reporting period in JEPES. The MRO shall ensure that all objective scores are accurate. The MRO must possess a clear understanding of the concepts of the JEPES, his or her role in accomplishing the unit's mission, and the expectations of the chain of command.

b. First Line Supervisor (FLS). The FLS is a leader who has direct supervision over the MRO and is charged with providing thorough and accurate observation and guidance. The FLS is the first person in the MRO's reporting chain to provide recommended command input markings and comments. This role is not rank or billet specific, but careful consideration should be taken when assigning a leader as an FLS, as their input will form the basis of the recommended command input markings. As an example, the FLS could be the MRO's team leader, squad leader, or section leader.

c. Evaluator. The Evaluator is a leader who has direct supervision over the FLS and responsibility for the MRO. The Evaluator also provides recommended command input markings and comments. This role is not rank or billet specific, however it typically is filled by platoon-level leadership. As an example, the Evaluator could be the MRO's platoon commander, OIC, or SNCOIC.

d. Senior Enlisted Reviewer (SER). The SER is an enlisted leader (E6 or above) who reviews JEPES Worksheets and command marks for accuracy at the platoon and company levels. The SER provides the FLS, Evaluator, and Reviewer comments and recommendations, however does not have the ability to submit draft marks, return reports, or stop the flow of the evaluation through the reporting chain. An SER could be the platoon sergeant, first sergeant, or any SNCO in the unit.

e. Reviewer. The Reviewer is a leader who has direct supervision over the Evaluator and responsibility for the MRO, typically at the company level. This position is also not rank or billet-specific, but the Reviewer should have the requisite experience and seniority to provide quality recommendations to an O-5 level commander or OIC. As an example, the Reviewer could be a company commander or first sergeant, officer in charge, department head, or staff primary/chief.

f. Command Reviewer. The Command Reviewer is an enlisted leader appointed by the Approver (O-5 level commander or OIC equivalent) who reviews JEPES Worksheets and command marks for accuracy at the battalion/squadron level. The Command Reviewer provides the Reviewer and Approver comments and recommendations, however does not have the ability to submit draft marks, return reports, or stop the flow of the evaluation through the reporting chain. The Command Reviewer could be the command sergeant major or any SNCO in the unit.

g. Approver. The Approver is the O-5 level commander or OIC equivalent in the MRO's chain of command who is responsible for setting and approving final command input marks, thereby certifying the JEPES worksheet for inclusion in the promotion process. As a commander and representative of the CMC, the Approver must ensure reporting officials uphold JEPES policy and protect against inflation. The Approver should only delegate approval authority to one trusted leader in special cases when not able to perform duties. This delegation of approval authority must be documented via an official appointment letter.

h. MOL Manager. Marines fulfilling the role of a MOL manager at the battalion/squadron and company level have administrative permissions to assign Marines roles and permissions, establish reporting chains, and assist their commanders in the management of the JEPES in order to ensure that all Marines are properly evaluated.

i. Headquarters Marine Corps (HQMC). MMRP-33 promulgates policy and processes, maintains JEPES Worksheet information, and serves as the administrator of the JEPES. While the Approver is charged with final approval authority for all JEPES worksheets, MMRP-33 has the capability to assist with complex situations and advise on policy. Additionally, the section provides education to the total force, help desk services, and generates reporting on unit performance, compliance and timeliness.

j. All Leaders. All leaders have an obligation to know, understand, and promulgate this Order to their subordinates. The integrity of the JEPES depends on this, as well as strict compliance to policy.

6. Junior Enlisted Performance Evaluation Cycle. The JEPES evaluation cycle is based on the annual and semi-annual reporting periods which end on 31 January and 31 July respectively. PES scores are calculated monthly and thus allow Marines to compete for promotion on a monthly basis in accordance with this Order and reference (g). Below reflects the routing of a JEPES worksheet for an MRO in a battalion with a standard squad-platoon-company structure, visually depicted in figure 1-0. Not all units will have this structure, at a minimum the MRO must have an Approver and one other reporting chain role as depicted in figure 1-1.

a. Marine Reported On (MRO) Checks in to Unit. The evaluation cycle begins when the MRO checks into a new unit. The MRO is assigned a reporting chain appropriate to the unit type via permissions management by the battalion and company administrative chiefs. This reporting chain must include an Approver and one other reporting chain role at a minimum.

b. MRO's First Line Supervisor Conducts Initial Counseling. Once the MRO has an established reporting chain, the FLS or first leader in the MRO's reporting chain will conduct an initial written counseling within 30 days

with the MRO and establish billet expectations. At this point the MRO and FLS will validate objective scores and initiate any corrective action.

c. Reporting Occasion Occurs. Known reporting occasions (annual, semi-annual, and planned transfers) initiate automated notifications to the chain of command in the JEPES to take action and conduct evaluation no earlier than 45 days prior to the end of the reporting period. The MRO will review objective scores again, take any corrective actions, and have the opportunity to provide the FLS billet accomplishments throughout the reporting period up until the occasion is routed. The FLS may view and make draft command input marks on the MRO's JEPES worksheet throughout the reporting period, but may not submit recommended marks to the next higher level of the reporting chain any earlier than 45 days prior to the end of the reporting period.

d. Reporting Chain Conducts Evaluation of MRO. The FLS will select draft marks for the command input attributes, provide promotion recommendations as necessary (NOT REC), select comments as required, and submit to a SER (optional) and the Evaluator. The Evaluator and Reviewer will follow the same evaluation process until the JEPES worksheet reaches the Approver.

e. Approver Submits Final Marks. The Approver will review draft marks from the chain of command, any comments from the Command Reviewer, and provide comments as required. The Approver will then approve final command input marks.

f. MRO is Debriefed on Report. The evaluation cycle ends when the MRO receives a debriefing from the First Line Supervisor and/or the reporting chain. Although this debriefing is focused on past performance during the reporting period, it should also inform areas to focus on during future performance.

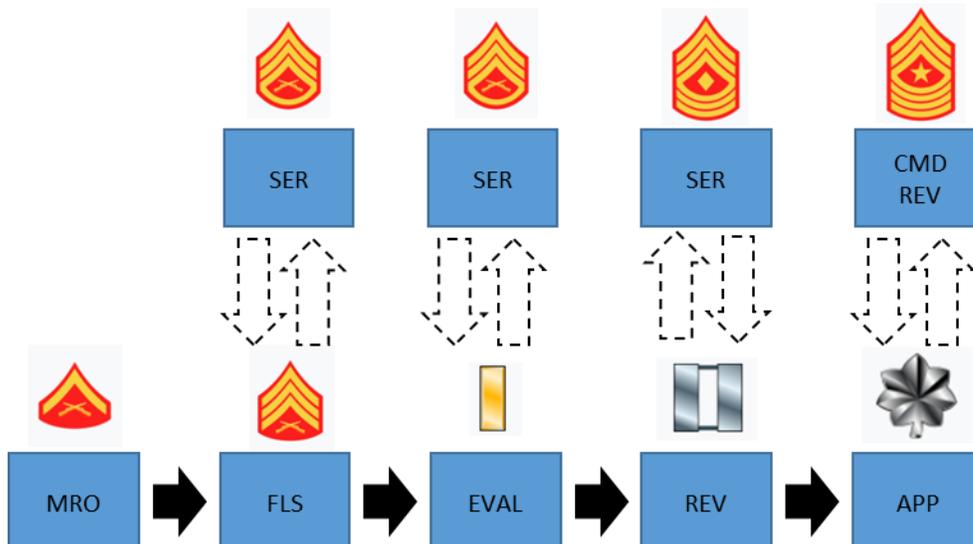


Figure 1-0.—Full JEPES Reporting Chain.

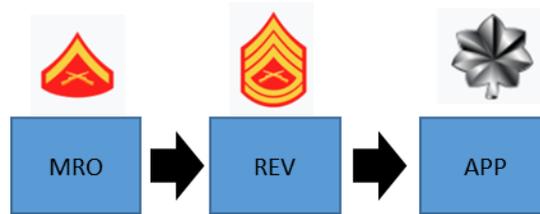


Figure 1-1.—Minimum JEPES Reporting Chain. NOTE: Requires an Approver and either a FLS, Evaluator, or Reviewer at a minimum.

7. Authority. The CMC vests central authority and responsibility for the JEPES in the Deputy Commandant for Manpower and Reserve Affairs (DC M&RA). This Order is the only authorized policy for the system. Additional JEPES policy requirements published in other Marine Corps directives are not authorized unless specifically approved by the central authority or referenced in this Order.

Chapter Two

Reporting Chain Responsibilities and Submission Procedures

1. Reporting Chain Responsibilities

a. Purpose. The reporting chain serves two functions:

(1) Provides the Marine a clear understanding of his or her role in the unit, responsibilities, and performance expectations.

(2) Provides the Approver accurate recommendations on the MRO's command input marks and fitness for promotion. None of the reporting chain assignments have a required rank or billet in order to allow for maximum flexibility.

b. First Line Supervisor (FLS). The FLS, as defined in Chapter 1, has direct supervision over the MRO and is the first person in the reporting chain to provide recommended command input marks. The FLS shall:

(1) Provide the MRO an initial written counseling within 30 days of the relationship being established, defining the MRO's billet description, role in the unit, responsibilities, and performance expectations.

(2) Review the MRO's objective scores in order to ensure accuracy. This includes ensuring that the appropriate waiver is reported in MCTFS for Marines who rate exemptions (Medical, Combat, Unit Waiver) for Rifle, PFT, and CFT, bringing forward a previous score for calculation.

(3) Provide recommended subjective command marks and comments/justifications as required in JEPES.

c. Evaluator. The Evaluator, as defined in Chapter 1, has direct supervision over the FLS and responsibility over the MRO. The Evaluator shall:

(1) Ensure the FLS is performing his or her responsibilities in JEPES as defined by this Order.

(2) Provide recommended subjective command marks and comments/justifications as required in JEPES.

d. Reviewer. The Reviewer, as defined in Chapter 1, has direct supervision over the Evaluator and responsibility over the MRO. The Reviewer is the last member of the reporting chain to provide recommended subjective marks before the Approver. The Reviewer shall:

(1) Ensure the FLS and Evaluator are performing their responsibilities in JEPES as defined by this Order.

(2) Provide recommended subjective command marks and comments/justifications as required in JEPES.

e. Senior Enlisted Reviewer (SER). The SER, as defined in Chapter 1, is a SNCO who serves in an advisory role for the FLS, Evaluator, Reviewer, or Approver. The SER reviews JEPES worksheets for accuracy and can provide comments to a member of the reporting chain; however, the SER does not make

recommended command input marks. The SER review is encouraged but not required for JEPES worksheet processing.

f. Approver. The Approver, as defined in Chapter 1, is the O-5 level commander or OIC equivalent who has final approval authority for JEPES worksheets. The Approver is ultimately responsible for the accuracy of JEPES worksheets and the integrity of the system. The Approver may, if unable to perform duties, delegate permissions to perform the below tasks to one trusted leader via appointment letter. However, the Approver always holds ultimate responsibility. The Approver shall:

(1) Ensure an MRO's command input marks are accurate and made in accordance with this Order.

(2) Input "not recommended for promotion" as required with every reporting occasion.

(3) Meet the timelines set forth in this Order for approving JEPES worksheets.

(4) Ensure all Marines have a reporting chain and are receiving performance evaluations.

(5) Ensure all reporting chain members are fulfilling their responsibilities in accordance with this Order.

2. Reporting Occasions

a. All Marines fall under the JEPES for performance evaluation from the time they enter Recruit Training until they attain the rank of sergeant. Understanding and adherence to the JEPES reporting occasions ensures that there are no gaps in a Marine's record. JEPES facilitates this by auto-preparing Semi-Annual and Annual JEPES worksheets and notifying the reporting chain of upcoming occasions and due dates. However, timely completion of reports is ultimately the responsibility of the O-5 level commander.

b. Below are the JEPES reporting occasions, their associated "TO" dates, and other pertinent information. Unless noted otherwise, the "FROM" date will always be the day following the last day of the previous occasion. In the event that two or more occasions occur at the same time, the higher occasion on the list will be utilized:

(1) PR (Promotion). Complete an evaluation when the MRO is promoted to the rank of Corporal or Sergeant. TO DATE: The day prior to the MRO's new date of rank. Promotion to the rank of private first class and lance corporal do not qualify as a reporting occasion.

(2) TR (Transfer). Complete an evaluation when an MRO is transferred externally to another RUC/MCC or temporary RUC/MCC. TO DATE: The MRO's date of transfer. The following situations also rate TR occasions:

- a. Assignment to Active Duty (Reserve Component only).
- b. Assignment to Involuntary Active Duty (Reserve Component only).
- c. Release from Active Duty.

d. Release from Extended Active Duty (EAD) or Active Reserve (AR) (Reserve Component Only).

e. Completion of Recruit Training.

f. Completion of Initial Skills Training (formal schools required to earn Primary MOS).

g. Transfer to Temporary Disability Retired List (TRDL).

h. Transfer to school in TEMINS. EXAMPLE: MRO is going to recruiters school and not returning to command.

(3) CD (Change of Primary Duty). Complete an evaluation when the MRO has a **significant** change of duty. EXAMPLE: MRO advances in responsibilities from basic infantry Marine or cannoneer to appointed squad leader or section chief. TO DATE: Date prior to the date of change of duty.

(4) TD (To TAD). Complete an evaluation when the MRO is going TAD for more than 30 days in include schools that are not part of Initial Skills Training. TO DATE: The MRO's date of departure to TAD.

(5) TC (TAD Complete). Complete an evaluation when the MRO returns from TAD of more than 30 Days. The RUC/MCC to which the MRO was temporarily assigned is responsible for this occasion. TO DATE: The MRO's date of departure from TAD site.

(6) AN (Annual). Complete an evaluation annually for Marines in the Reserve Component. FROM DATE: 1 January. TO DATE: 31 December.

(7) SA (Semi-Annual). Complete an evaluation every six months of the year from February through July, and August through January. FROM DATE: 1 February/1 August. TO DATE: 31 July/31 January.

(8) AT (Completion of Annual Training). Complete an evaluation when an MRO in the Reserve Component has completed annual training. If the Marine attends annual training within 90 days of the end of the annual reporting period, report AN. If the MRO receives marks for any other occasion within 90 days of the end of the annual reporting period, omit AN marks. FROM DATE: First day of annual training. TO DATE: Last day of annual training.

(9) DC (Discharge). Complete an evaluation when the MRO is discharged from the service. TO DATE: Day before discharge.

(10) RD (Reduction). Complete an evaluation when the MRO is reduced in rank. TO DATE: Last day at previous rank.

(11) DD (Declared Deserter). TO DATE: First day Marine in Deserter Status.

(12) RT (Active Duty Operational Support). Complete an evaluation when the MRO completes ADOS. FROM DATE: First day of ADOS. END DATE: Last day of ADOS.

c. Minimum Observation Time. The minimum observation time for JEPES worksheets is 30 days. Exceptions include service schools that are less than 30 days.

d. Omitted Occasions. Under certain circumstances, occasions are omitted in order to reduce administrative burden. The AN or SA occasion are omitted when:

(1) Another reporting occasion under the same command occurred 30 days or less prior to the end date of the AN or SA reporting period.

(2) The MRO received an evaluation from a previous unit and transferred within 30 days of the AN or SA reporting period.

(3) A reservist activates for 365 days or more and is covered by an active duty unit under SA occasions negating the requirement for an AN.

(4) The MRO is undergoing initial skills training (IST) that is over six months long, or the IST is under six months but straddles the end of the SA or AN reporting period.

e. Completion Due Dates. Commanders have until January 31st and July 31st to complete their SA evaluations respectively, and until December 31st to complete AN evaluations. Commanders may complete their AN and SA evaluations well in advance of these due dates, however this should be balanced with consideration for actions and accomplishments towards the end of the reporting period that could influence marks.

(1) For occasions outside of AN and SA which are unknown until relatively shortly before they occur, for example an unexpected TR or PR occasion, the command shall make every effort to complete the evaluation by the end date. Commands are still required to complete transfer occasions even after the Marine physically leaves the unit and falls under the gaining command's accountability.

(2) Timeliness of evaluations are tracked in the JEPES both by the command and Headquarters Marine Corps. Delinquent JEPES worksheets will be reported within a RUC/MCC every 15 days and externally every 30 days.

3. Command Input Instructions. The purpose of the Command Input is to complete the whole picture of the MRO's performance. As the fourth pillar of JEPES equally weighted with Warfighting, Physical Toughness, and Mental Agility, it is the Commander's voice to break out those Marines most or least deserving of promotion. The entire reporting chain will utilize Figure 1-2 JEPES Command Input Evaluation Metrics when making recommended marks or approving final marks.

Individual Character					
<p>-Positively displaying qualities in attributes such as courage, initiative, honor, and commitment. These help distinguish the Marine as an individual and form the picture of the "whole Marine" concept.</p> <p>-Marine is creative; favors taking initiative and displays a bias for action. Proactive in the absence of specific direction and effectively performs under all conditions. Physical and emotional strength overcome difficulty, danger, and fear all the while consciously transforming opportunity into action. Demonstrates mental flexibility and agility.</p>					
Non Rec / Adverse 0.0	Below Expectations 0.1-0.9	Working Toward Expectations 1.0-1.9	Meets Expectations 2.0-3.0	Exceeds Expectations 3.1-4.0	Exceptional 4.1-5.0
<p>-MRO has one or more NJPs or Courts Martial during the reporting period.</p> <p>-MRO has recent or pending legal action.</p> <p>-Documented counselings show a complete inability to display qualities of honor, courage and commitment.</p>	<p>-Maintains minimum level of acceptable behavior and conduct.</p> <p>-Documented counselings show difficulty maintaining the transformation as a Marine and upholding Marine Corps Values.</p> <p>-Requires specific direction when confronted with situations that require character.</p>	<p>-Continuing the transformation towards embodying the Core Values.</p> <p>- Occasionally proactive in absence of specific direction.</p> <p>-Occasionally demonstrates inner strength and maturity.</p>	<p>-Upholds Core Values of Honor, Courage and Commitment</p> <p>-Exhibits a bias for action, integrity and military bearing with minimal direction.</p> <p>-Conduct is guided with a moral compass .</p>	<p>-Consistently displays a maturity of higher rank and grade.</p> <p>-Frequently self-motivated in absence of specific direction.</p> <p>-Individually recognized in front of Marines for strength of character during the reporting period.</p>	<p>-Demonstrated presence of mind or composure under demanding circumstances.</p> <p>-Consistently proactive. Guided by mature and ethical decisions.</p> <p>-Received formal commendatory material during the reporting period or maintains exceptional performance highlighted previously in grade.</p>

MOS Proficiency and/or Mission Accomplishment					
<p>-Demonstrates technical knowledge and practical skill in the execution of the Marine's overall duties. Combines training, education, and experience. Grade dependent in relation to MOS T&R Manual. Translates skills into actions which contribute to accomplishing tasks and missions. Understands and articulates the basic functions it took to successfully achieve mission accomplishment in and out of MOS. Efficiency with resources was evident and aided the Marine's ability to successfully get the job done.</p>					
Non Rec / Adverse 0.0	Below Expectations 0.1-0.9	Working Toward Expectations 1.0-1.9	Meets Expectations 2.0-3.0	Exceeds Expectations 3.1-4.0	Exceptional 4.1-5.0
<p>-MRO was the subject of a Competency Review Board (CRB).</p> <p>-Documented counselings show inability of MRO to perform the most basic MOS skills.</p> <p>-Documented counselings show MRO is unable to perform most basic tasks required to accomplish the mission, even with guidance and supervision.</p>	<p>-Documented counselings addressing deficiencies in MOS.</p> <p>-Accomplishes assigned tasks only with direct supervision.</p> <p>-Produces barely acceptable work in most aspects of job or tasks.</p> <p>-Minimal MOS progression beyond PMOS school training.</p>	<p>-Developing abilities with mentorship.</p> <p>-Needs close supervision and assistance in accomplishing jobs and tasks.</p> <p>-Performs acceptable work in some aspects of job or tasks.</p> <p>-Slowly increasing capacity to perform within grade through training.</p> <p>- Meets MOS specific T & R events; grade and MOS level Marine Net courses and/or similar training.</p>	<p>-Solid and consistent performance.</p> <p>-Dependable to accomplish jobs and tasks with minimal supervision and assistance.</p> <p>-Acceptable level of quality and competence demonstrated.</p> <p>-Exhibits abilities commiserate for grade for MOS specific T & R events; grade and MOS level Marine Net courses and/or similar training are in progress or complete.</p>	<p>- Performance stands out well-above peers</p> <p>-Can be counted on to execute advanced tasks with minimal supervision.</p> <p>-Displays above average work in all aspects of assigned job and tasks.</p> <p>-Exhibits abilities beyond grade in reference to MOS specific T&R events. PME is complete for grade.</p> <p>-Individually recognized in front of Marines for MOS proficiency and/or contributions to mission accomplishment.</p>	<p>-Exceptionally dependable, reliable and effective.</p> <p>-Can be counted on to execute very challenging tasks with little or no supervision.</p> <p>-Displays excellent work in all aspects of assigned job and tasks.</p> <p>-Exhibits abilities well-beyond grade in reference to MOS specific T&R events. PME Complete for grade.</p> <p>-Received formal commendatory material during the reporting period or maintains exceptional proficiency/ mission accomplishment highlighted previously in grade.</p>

<p align="center">Leadership</p> <p>-Exhibits a natural and instinctive interest in the well-being of all Marines, regardless of race, religion, ethnic background, or gender. Visibly sets the example and serves as a role model for all others while demonstrating the highest standards of conduct, ethical behavior, fitness, and appearance. Remains authentic, compassionate, and earns the trust of their subordinates, Maintains a positive attitude in all situations. Embodies continual "Body, Mind, Spirit Improvement".</p>					
Non Rec / Adverse 0.0	Below Expectations 0.1-0.9	Working Toward Expectations 1.0-1.9	Meets Expectations 2.0-3.0	Exceeds Expectations 3.1-4.0	Exceptional 4.1-5.0
<p>-Documented counselings show complete lack of leadership far below the minimum expected of grade.</p> <p>-Documented counselings show that lack of maturity inhibits MROs fitness for advancement to the next grade.</p> <p>-Documented counselings show a complete lack of initiative.</p> <p>-MRO has one or more NJPs or Courts Martial that demonstrate a lack of leadership.</p>	<p>-Documented counselings concerning leadership abilities.</p> <p>-Decision-making is slow and un-compelling.</p> <p>-Frequently sets a poor example for others to emulate.</p>	<p>-Learning how to lead with guidance and/or in the presence of senior leadership.</p> <p>-Knows self and seeks improvement.</p> <p>-Occasionally displays poor example for others to emulate.</p>	<p>-Competent at making appropriate decisions and leading IAW commander's intent.</p> <p>Dependable to discharge regular jobs and tasks with some supervision and assistance.</p> <p>-Sustains required level of fitness and appearance</p>	<p>-Leadership abilities far exceeds most peers.</p> <p>-Achieves a highly effective balance between direction and delegation.</p> <p>-Level of fitness and appearance exceeds that of peers.</p> <p>-Individually recognized in front of Marines for outstanding leadership during the reporting period.</p>	<p>-Exceptional leader who sets an outstanding example and holds other to that same standard.</p> <p>-Physical, mental, and/or moral courage inspires others into action.</p> <p>-Model Marine – inspires subordinates, peers, and seniors.</p> <p>-Received formal commendatory material during the reporting period or maintains exceptional proficiency/mission accomplishment highlighted previously in grade.</p>

Figure 1-2 JEPES Command Input Evaluation Metrics

a. JEPES Command Input Evaluation Metrics Guidelines. The above metrics have enough inherent flexibility to be applied to Marines of all ranks and MOSs. The below guidelines shall be utilized by the reporting chain when making marks:

(1) 5.0 - 4.1. Only those Marines who have displayed the highest levels of Individual Character, MOS and/or Missions accomplishment, and Leadership should be marked "Exceptional" between 4.1 and 5.0. High marks in any category require a justification comment from the drop-down list of directed comments in JEPES, supported by formal commendatory material visible in JEPES under the Adversity/Commendatory display. Marking a Marine in the "Exceptional" range should be a rarity and may apply only to a select handful of Marines throughout an annual or semi-annual reporting period.

(2) 4.0 - 3.1. Solid performers whose accomplishments did not rate formal commendatory material may fall into the category of "Exceeds Expectations" and be marked between 3.1 through 4.0.

(3) 3.0 - 2.0. A Marine who "Meet's Expectations" for their grade in the areas of Character, MOS and or Mission Accomplishment, and Leadership fall between 2.0 and 3.0. Until proven otherwise, a Marine should begin at 2.5 in all three categories.

(4) 1.9 - 1.0. Marines struggling, but making concerted efforts in any of the three categories should fall between 1.0 and 1.9 "Working Towards Expectations." This may apply to a Marine who is behind peers in learning a new job or skill. This is not adverse, nor does it require the Commander to "NOT REC" the MRO for promotion.

(5) 0.9 - 0.1. Marines in the category of "Below Expectations" fall between 0.1 and 0.9 when the MRO struggles in any of the three categories as evidenced by counseling, documented or informal, that occurred during the reporting period. Marking an MRO in this category requires a justification comment from the drop-down list of directed comments in JEPES, however is not adverse and does not by itself "NOT REC" the MRO for promotion.

NOTE: It is recognized that the bulk, approximately 80% +/- 10%, of any given unit will likely be found between 2.0 and 4.0. Above 4.1 is for the most exceptional Marine, with 5.0 being the near-unattainable score of perfection achievable in only the most remarkable of situations with exploits that exceed the bounds of the unit responsible for that Marine. Each point above 4.1 should increase in difficulty of achievement at an exponential rate.

b. Not Recommended for Promotion. Commanders have the ability in JEPES to "NOT REC" an MRO. Unless the commander approves a "NOT REC," the MRO is by default recommended for promotion.

(1) "NOT RECS" will occur with every reporting occasion and be in effect either until the next occasion, or when lifted by the commander.

(2) Marking a "0.0" in any category will, by default, "NOT REC" the Marine.

(3) The commander may "NOT REC" a Marine, with a directed justified comment, regardless of how high or low their command input markings may be.

(4) The commander may "NOT REC" a Marine, or lift the "NOT REC" and recommend the Marine for promotion, at any time as may be required.

c. Adverse Material. Adverse material carry with them promotion restrictions in accordance with MCO P1400.32D, reference (g), that will prevent the MRO from being promoted while the restriction lasts. The command will take these circumstances into account when giving command input marks and will "NOT REC" the MRO for adverse material as appropriate. Adverse material that warrant a "NOT REC" for the reporting period are:

- (1) Pending or completed legal action
- (2) Notification of separation proceedings
- (3) Assignment to the Body Composition (BCP)/Military Appearance Program (MAP)
- (4) PFT/CFT failure
- (5) Training failure
- (6) Subject of a Competency Review Board (CRB)

d. Guidance for Recruit Training and Entry-Level Schoolhouses. The below guidance applies to the Marine Corps Recruit Depots, Initial Skills Training, and Schoolhouses where Marines earn their primary MOS:

(1) A recruit or student who successfully graduates will receive marks of 2.5 "Meets all Expectations" for all three command input attributes.

(2) Honor graduates and Marines specially recognized may receive markings in the "Exceeds Expectations" category 3.1-4.0 in one or more command input attributes. EXAMPLE: Marine was a honor graduate or recipient of a leadership award.

4. Corrective Procedures. Corrective procedures for JEPES worksheets fall into three situations: those in which late-run objective scores or command input marks could result in an automatic remedial promotion, those in which previously approved command input marks must be corrected, or administrative changes to a JEPES worksheet that do not impact the MRO's PES Score.

a. The MRO's PES score will automatically recalculate when objective scores and command input marks are reported late in MCTFS. If that new PES score meets or exceeds the cutting score applicable to the month of the late score's effective date, the command will be notified in JEPES that the Marine rates a remedial promotion in accordance with MCO P1400.32D, reference (g).

b. Previously approved command input marks may need to be changed due to either human error on the part of the reporting chain or unexpected circumstances.

(1) If the Approver is still in the MRO's reporting chain, the Approver may directly correct the command input markings of the occasion or return to a member of the reporting chain to re-evaluate. If returned to a member of the reporting chain, the occasion is delinquent until final marks are approved by the Approver.

(2) If the Approver for the occasion requiring correction is not still in the MRO's reporting chain, the MRO's current Approver may delete the command input marks as erroneous and remove them from the MRO's average in grade. With supporting documentation, appropriate command input marks may be replaced. EXAMPLE: MRO's Non-judicial punishment from two years ago is overturned. Command input marks during the occasion in which the NJP occurred are deleted. MRO's previous Evaluator provides Administrator with appropriate recommended command input marks which are routed to the Approver.

c. Administrative changes to JEPES worksheets that do not impact an MRO's PES score. For example, a change to the occasion type or "to date," are conducted at the battalion/squadron level and are routed to the Approver.

Appendix A

JEPES MRO DASHBOARD

1. The below figure is the JEPES MRO Dashboard, available to all Marines of the ranks Private through Corporal. The MRO Dashboard is the portal through which Marines can view how their current scores compare to peers, their PES score, reporting chain, status of occasions, completed JEPES worksheets and promotion information.

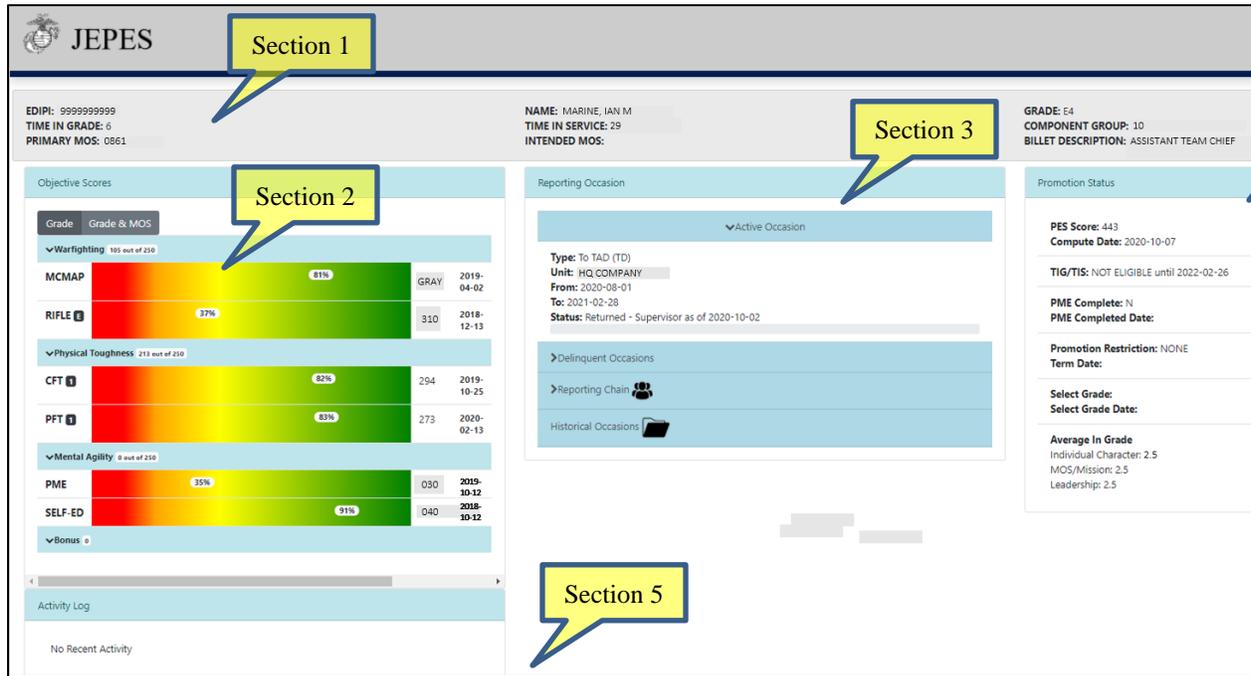


Figure 1-3 MRO Dashboard

Section 1 (Administrative Information): Displays MRO's name, rank, EDIPI, MOS, TIG/TIS, component, and Billet Description.

Section 2 (Comparison to Peers or "Heat Map"): Displays the MRO's current objective scores and dates posted as of latest MCTFS cycle for each attribute of Warfighting, Physical Toughness, and Mental Agility. Each score is assigned a percentile in comparison to peers in grade and grade/MOS. In this example a rifle score of 310 is in the 37th percentile for Corporals. Codes reflecting legitimate exemptions (medical, combat, waivers) also display here.

Section 3 (Reporting Occasion Information): Displays the active (current) reporting occasion type, dates and status as well as any delinquent (overdue) occasions for action. The MRO also views his or her current reporting chain and may view the inventory of completed JEPES worksheets.

Section 4 (Promotion Information): Displays MRO's PES score, TIG/TIS eligibility status, PME completion status, any promotion restrictions in effect, and average in grade command input marks.

Section 5 (Activity Log): Updates MRO on changes to record effecting objective scores, the final PES score, occasions, and promotion status.

Appendix B

JEPES Manual Scoring Instructions

LCPL & Below: Use Tables 1 and 3. CPL: Use Tables 2 and 4.

MRO NAME: _____ **EDIPI:** _____ **RANK:** _____

AFABDD: _____ **Present Date of Rank:** _____

Line Number

1. Warfighting (SCORE) (VALUE) (DATE OF QUAL)
a. Rifle Score: _____ = _____

(BELT LVL) (VALUE) (DATE OF QUAL)
b. MCMAP: _____ = _____

c. LINE (1a + 1b) VALUE: _____

d. Warfighting Comp. (1c x 1.25): _____ **(ROUND-MAX 250)**

2. Physical Toughness (SCORE) (VALUE) (EFFECTIVE DATE)

a. PFT: _____ = _____

b. CFT: _____ = _____

c. LINE (2a + 2b) VALUE: _____

d. PT Comp. (2c x 1.25): _____ **(ROUND-MAX 250)**

3. Mental Agility: (SEE ATTACHED DOCUMENTATION FOR VALUE COMPUTATION)

(VALUE)

a. MARINENET courses: _____ = _____ **(MAX 100)**

b. Degrees: _____ = _____ **(MAX 40)**

(Num. Completed Courses) (VALUE)

c. CRS-SVS: _____ x 10 = _____ **(MAX 30)**

d. CRS-GRD: _____ x 10 = _____ **(MAX 30)**

e. LINE (3a+3b+3c+3d) VALUE: _____

f. Mental Agility Comp. (3e x 1.25): _____ **(ROUND-MAX 250)**

4. CMD Input (AVG SCORE IN GRADE 0.0-5.0) (VALUE)

a. MOS/MSN _____ x 50 = _____

b. Leadership _____ x 50 = _____

c. Character _____ x 50 = _____

d. LINE (4a + 4b + 4c) VALUE: _____

e. CMD Input Comp. (4d / 3): _____ **(ROUND-MAX 250)**

5. Bonus (Circle one) (VALUE: YES = 50, NO = 0)

a. DI School: YES / NO = _____

b. Recruiter School: YES / NO = _____

c. MSG School: YES / NO = _____

d. Combat Instructor: YES / NO = _____

e. MC Sec. Forces: YES / NO = _____

(Number)

f. Command Rec. Bonus: _____ x 20 = _____ **(MAX 100)**

g. LINE (5a+5b+5c+5d+5e+5f) VALUE: _____

h. Bonus Comp. (5g): _____ **(MAX 100)**

6. Total PES Score:

a. LINE (1d+2d+3f+4e+5h): _____ **(MAX 1000)**

Worksheet Instructions

The below instructions for manual computation of the PES score reflect automated procedures in MCTFS and the JEPES. In most cases, Marines will not be required to compute these values manually. However, this step-by-step process provides a back-up manual computation capability as well as shows Marines how to manually compute their PES score.

Points awarded for the MRO's Rifle, PFT, and the CFT scores are derived by comparing the MRO's score against peers of the same rank to produce a percentile between 0 and 100. The tables for these comparisons (tables 3 and 4) are updated yearly. Points awarded for all other attributes (MCMAP belt level, informal PME, self-education, and command input values) are not compared against peers and derived from the rules outlined in this document.

LINE 1: Warfighting:

1a: Rifle:

- Identify current rank for MRO.
 - If Lance Corporal, use Table 3, pg. B-8.
 - If Corporal, use Table 4, pg. B-9.
- Write the MRO's current rifle score under score on line 1a (0-350).
- Using the appropriate table, find the row under the rifle columns that includes the MRO's rifle score. For example, a score of 300 will either be displayed as its specific value (i.e. 300) or as a range of values (i.e. 298-302).
- Extract that row's "value" column and write this number down under value on line 1a.
- Write down the MRO's rifle date of qualification under date of qual on line 1a.

1b: MCMAP:

- Identify current rank for MRO
 - If Lance Corporal, use Table 1, pg. B-7.
 - If Corporal, use Table 2, pg. B-7.
- Write the MRO's current belt level under belt level on line 1b.
- Using the appropriate table, extract value for the selected belt level.
- Write this "value" under value on line 1b.
- Write down the MRO's MCMAP qualification date under date of qual on line 1b.

1c: Sum:

- Add up the values from rows 1a and 1b.
- Write this number on line 1c.

1d: Warfighting Composite:

- Multiply the number from 1c by 1.25.
- Round to the nearest whole number. If the decimal point ends in ".5" (i.e. 200.5) or above, round up (i.e. 201).
- Write this number on line 1d.
- This represents the MRO's Warfighting Composite. Valid composites are between 0 and 250.

LINE 2: Physical Toughness:

2a: PFT:

- Identify current rank for MRO.
 - If Lance Corporal, use Table 3, pg. B-8.
 - If Corporal, use Table 4, pg. B-9.
- Write the MRO's current PFT score under score on line 2a (0-300).
- Using the appropriate table, find the row under the PFT columns that includes the MRO's PFT score. For example, a score of 280 will either be displayed as its specific value (i.e. 280) or as a range of values (i.e. 278-282).
- Extract that row's "value" column and write this number down under value on line 2a.
- Write down the effective date of the MRO's PFT score under effective date on line 2a.

2b: CFT:

- Identify current rank for MRO.
 - If Lance Corporal, use Table 3, pg. B-8.
 - If Corporal, use Table 4, pg. B-9.
- Write the MRO's current CFT score under score on line 2b (0-300).
- Using the appropriate table, find the row under the CFT columns that includes the MRO's CFT score. For example, a score of 280 will either be displayed as its specific value (i.e. 280) or as a range of values (i.e. 278-282).
- Extract that row's "value" column and write this number down under value on line 2b.
- Write down the effective date of the MRO's CFT score under effective date on line 2b.

2c: Sum:

- Add up the values from lines 2a and 2b.
- Write this number on line 2c.

2d: Physical Toughness Composite:

- Multiply the number from 2c by 1.25.
- Round to the nearest whole number. If the decimal point ends in ".5" (i.e. 200.5) or above, round up (i.e. 201).
- Write this number on line 2d.
- This represents the MRO's Physical Toughness Composite. Valid composites are between 0 and 250.

LINE 3: Mental Agility:

3a: Informal PME In-Grade

- All Marines: Find a list of eligible MarineNet courses at the following link:
<https://www.marinenet.usmc.mil/MarineNet/Links/Points.aspx>
- For all courses listed on the above link, identify those completed by the MRO on MarineNet since present date of rank.
- For each completed course, extract the Continuing Education Unit (CEU) score listed from the link above.

- Repeat for all courses listed at the above link and completed by the MRO since present date of rank.
- Add all extracted CEU scores together (the value may not exceed 100).
- Write this number down under value on line 3a.

3b: Self Education: Bachelor and Associate Degrees:

- For the MRO, identify all bachelor and associate degrees listed in MCTFS, regardless of date completed.
- If the MRO has no bachelor (code K) or associate degrees (code D) in MCTFS, write the number 0 under value of line 3b.
- If the MRO has one or more bachelor degrees (code K) in MCTFS, write the number 40 under value of line 3b.
- If the MRO does not have a bachelor degree (code K) but has one associate degree (code D) in MCTFS, place the number 20 under the value column of line 3b.
- If the MRO does not have a bachelor degree (code K) but has two or more associate degrees (code D) in MCTFS, write the number 40 under value of line 3b.

3c: Self Education: Off duty education course in service (CRS-SVS):

- For the MRO, identify all off-duty education courses listed in MCTFS completed and passed between MRO's armed forces active duty base date (AFADBD) and the date prior to the present date of rank.
- Write this number under "number of completed courses" on line 3c.
- Multiply this above number by 10. If this product is less than or equal to 30, write this number under value on line 3c.
- If the above multiplied number exceeds 30, write the number 30 under value on line 3c.

3d: Self Education: Off duty education course in grade (CRS-GRD):

- For the MRO, identify all off-duty education courses listed in MCTFS completed and passed since the MRO's present date of rank.
- Write this number under "number of completed courses" on line 3d.
- Multiply this above number by 10. If this product is less than or equal to 30, write this number under value on line 3d.
- If the above multiplied number exceeds 30, write the number 30 under value on line 3d.

3e: Sum:

- Add up the values from lines 3a, 3b, 3c, and 3d.
- Write this number on row 3e.

3f: Mental Agility Composite:

- Multiply the number from 3e by 1.25.
- Round to the nearest whole number. If the decimal point ends in ".5" (i.e. 200.5) or above, round up (i.e. 201).
- Write this number on line 3f.
- This represents MRO's Mental Agility Composite. Valid composites are between 0 and 250.

LINE 4: Command Input:

4a: MOS/MSN Accomplishment:

- Extract the MRO's average MOS/MSN Accomplishment score in grade (0.0-5.0).
- Write this score under average score in grade under line 4a.
- Multiply the above number by 50.
- Write this number under value on line 4a.

4b: Leadership:

- Extract the MRO's average leadership score in grade (0.0-5.0).
- Write this score under average score in grade under line 4b.
- Multiply the above number by 50.
- Write this number under value on line 4b.

4c: Character:

- Extract the MRO's average character score in grade (0.0-5.0).
- Write this score under average score in grade under line 4c.
- Multiply the above number by 50.
- Write this number under value on line 4c.

4d: Sum:

- Add up the values from lines 4a, 4b, and 4c.
- Write this number on line 4d.

4e: Command Input Composite:

- Divide the number from 4d by 3.
- Round to the nearest whole number. If the decimal point ends in ".5" (i.e. 200.5) or above, round up (i.e. 201).
- Write this number on line 4e.
- This represents the MRO's Command Input Composite. Valid composites are between 0 and 250.

LINE 5: Bonus:

5a: DI School:

- If the MRO attended DI School at any point since the AFADBD and passed, circle "yes" on the first line and write 50 under value on line 5a.
- If not, circle "no" and write 0 under value on line 5a.

5b: Recruiting School:

- If the MRO attended Recruiter School at any point since the AFADBD and passed, circle "yes" on the first line and write 50 under value on line 5b.
- If not, circle "no" and write 0 under value on line 5b.

5c: MSG School:

- If the MRO attended MSG school at any point since the AFADBD and passed, circle "yes" on the first line and write 50 under value on line 5c.
- If not, circle "no" and write 0 under value on line 5c.

5d: Combat Instructor:

- If the MRO is a combat instructor, circle "yes" on the first line and write 50 under value on line 5d.

- If not, circle "no" and write 0 under value on line 5d.

5e: Marine Corps Security Forces:

- If the MRO is assigned under Marine Corps Security Forces, circle "yes" on the first line and write 50 under value on line 5e.
- If not, circle "no" and write 100 under value on line 5e.

5f: Command Recruiting:

- If the MRO refers one or more applicant that subsequently enlists in the Marine Corps, SMCR, or reenlists into the regular component of the Marine Corps in accordance with MCO 1130.62B, write the number of applicants referred under number on line 5f (Marines may not carry forward recruiting bonus points to the next higher grade).
- If not, write 0 under number on line 5f.
- Multiply the number written under number on line 5f by 20 and write the product under value on line 5f (maximum of 100).

5g: Sum:

- Add up the values from lines 5a, 5b, 5c, 5d, 5e, and 5f.
- Write this number on line 5g.

5h: Bonus Composite:

- Write the number from line 5g onto 5h. Note: If the value from 5g is greater than 100, write 100 on line 5h.
- This represents the MRO's Bonus Score. Valid scores are between 0 and 100.

LINE 6: PES Score:

6a:

- Add up the values from lines 1d, 1d, 3f, 4e, and 5h. If the sum is over 1000, use 1000.
- Place this number on line 6a.
- The maximum value for line 6a is 1000.

Belt Level	Belt Code	Value
UNQUAL	MMA	0
TAN	MMB	33
GREY	MMC	67
GREEN	MMD	100

Table 1: Lance Corporal MCMAP Scoring Table

Belt Level	Belt Code	Value
UNQUAL	MMA	0
TAN	MMB	16
GREY	MMC	33
GREEN	MMD	50
GREEN INSTRUCTOR	MME	66
BROWN	MMF	83
BROWN INSTRUCTOR OR ABOVE	MMG +	100

Table 2: Corporal MCMAP Scoring Table

PFT Score	CFT Score	Rifle Score	Value		PFT Score	CFT Score	Rifle Score	Value
0-149	0-149	0-249	0		244			51
150	150-173		1		245	268		52
151-158	174-187		2			269	309	53
159-166	188-196		3		246	270		54
167-173	197-202	250	4		247		310	55
174-178	203-207	251-266	5		248	271		56
179-183	208-211	267-272	6			272		57
184-187	212-215	273-275	7		249		311	58
188-190	216-218	276-278	8		250	273		59
191-193	219-220	279	9		251	274	312	60
194-196	221-223	280-281	10		252			61
197-198	224-225	282	11			275	313	62
199-200	226-227	283	12		253	276		63
201-202	228-229	284	13		254			64
203-204	230-231	285	14		255	277	314	65
205-206	232-233	286	15		256	278		66
207	234	287	16		257		315	67
208-209	235-236	288	17			279		68
210	237	289	18		258	280	316	69
211-212	238-239	290	19		259	281		70
213	240		20		260			71
214-215	241	291	21		261	282	317	72
216	242	292	22		262			73
217	243-244	293	23			283	318	74
218	245		24		263	284		75
219-220	246	294	25		264	285	319	76
221	247	295	26		265			77
222	248		27		266	286	320	78
223	249	296	28		267	287		79
224	250	297	29		268		321	80
225	251		30		269	288		81
226	252	298	31		270	289	322	82
227	253		32		271	290		83
228-229		299	33		272		323	84
230	254	300	34		273	291		85
231	255		35		274	292	324	86
232	256	301	36		275	293		87
233	257		37		276		325	88
234	258	302	38		277	294	326	89
			39		278	295	327	90
235	259	303	40		279	296	328	91
236	260		41		280	297		92
237	261	304	42		281-282	298	329	93
238			43		283	299	330	94
	262	305	44		284-285		331	95
239	263		45		286-287		332	96
240	264	306	46		288-289		333	97
241			47		290-291		334-335	98
	265	307	48		292-294		336-338	99
242	266		49		295-300	300	339-350	100
243	267	308	50					

Table 3: Lance Corporal & Below PFT, CFT, and Rifle table

PFT Score	CFT Score	Rifle Score	Value		PFT Score	CFT Score	Rifle Score	Value
0-149	0-149	0-249	0			276	313	51
150	150-192	250	1		253	277		52
151-168	193-204	251-258	2		254		314	53
169-179	205-212	259-274	3		255	278		54
180-188	213-218	275-279	4					55
189-194	219-222	280-281	5		256	279	315	56
195-198	223-226	282-284	6		257	280		57
199-202	227-230	285	7		258			58
203-205	231-233	286-287	8			281	316	59
206-207	234-235	288	9		259			60
208-209	236	289	10		260	282	317	61
210-211	237-238	290	11			283		62
212-213	239-240	291	12		261			63
214-215	241-242	292	13		262	284	318	64
216-217	243	293	14			285		65
218-219	244-245	294	15		263		319	66
220	246	295	16		264	286		67
221-222	247	296	17		265			68
223	248-249		18			287	320	69
224	250	297	19		266			70
225-226	251	298	20		267	288	321	71
227	252	299	21					72
228-229	253		22		268	289		73
230	254	300	23		269	290	322	74
231	255	301	24					75
232	256		25		270	291	323	76
233	257	302	26		271			77
234	258	303	27		272	292	324	78
235	259		28			293		79
236	260	304	29		273			80
237	261		30		274	294	325	81
238		305	31		275			82
	262		32			295	326	83
239	263	306	33		276			84
240	264		34		277	296	327	85
241	265		35		278	297		86
	266	307	36		279		328	87
242			37		280	298	329	88
243	267	308	38		281	299		89
244	268		39		282		330	90
	269		40		283			91
245		309	41		284		331	92
246	270		42		285-286		332	93
247	271	310	43		287		333	94
248			44		288		334	95
	272	311	45		289-290		335	96
249	273		46		291-292		336	97
250			47		293-294		337-338	98
	274	312	48		295-298		339-340	99
251	275		49		299-300	300	341-350	100
252			50					

Table 4: Corporal PFT, CFT, and Rifle table

Appendix C

JEPES AND JUNIOR ENLISTED PROMOTIONS

1. PES Score and Promotion Cycle. Marines who meet the TIG/TIS requirements for promotion to the ranks of Corporal and Sergeant will compete for promotion on a monthly basis. Every month, eligible Marines will receive a calculated PES score based off of data effective prior to the last day of the previous month, to compete for available MOS vacancies for the following month's promotions. NOTE: Reservists will still receive a monthly calculated PES score, but will compete for promotions in the months of January, April, July, and October.

EXAMPLE: In the month of March a promotion eligible Marine will receive a PES score calculated from data current as of the last day of February. This PES score will compete for MOS vacancies for promotion on the first day of April.

a. The cycle of MCTFS cutoff, JEPES score calculation, and promotion follows the below schedule that is applicable any month of the year. The below example is for the month of March:

(1) Last day of previous month: MCTFS cutoff for objective scores/data and command input marks to be used for JEPES score calculation in current month. EXAMPLE: 28 February.

(2) On or about 11th-13th of current month: MOS vacancies identified for following month. EXAMPLE: 12 March.

(3) On or about the 24th of current month: PES score calculated using data from 28 February MCTFS cutoff. Cutting score identified and Select Grades released. EXAMPLE: 24 March.

(4) 1st day of following month: Marines with select grades receive certificate of appointment and have promotion ceremony. EXAMPLE: 1 April.

(5) On or about the 7th of following month (last day of U&E cycle): Last day "NOT RECS" accepted for Marines with select grades. EXAMPLE: 7 April.

b. Marines who do not meet the TIG/TIS requirements for promotion to the ranks of Corporal and Sergeant will receive a "projected PES score" updated every time the MRO's objective scores or average command input marks change. This is not used for promotion and simply for the MRO's awareness.

c. Per Chapter 2, paragraph 3.b.1 of this order, "NOT RECS" will occur with every reporting occasion and be in effect either until the next occasion, or when lifted by the commander. This will pull the MRO from the eligible population of Marines for promotion. The promotion restrictions from MCO P1400.32D paragraph 1204 are still in effect.

d. JEPES will automatically identify Marines who rate a remedial promotion for those who fall into the situation outlined in Chapter 2, paragraph 4. In case JEPES connectivity is lost, remedial promotion packages may be mailed into MMPR-2 in accordance with MCO P1400.32D, reference (g).

Rolling JEPES Promotion Cycle Occurs Every Month

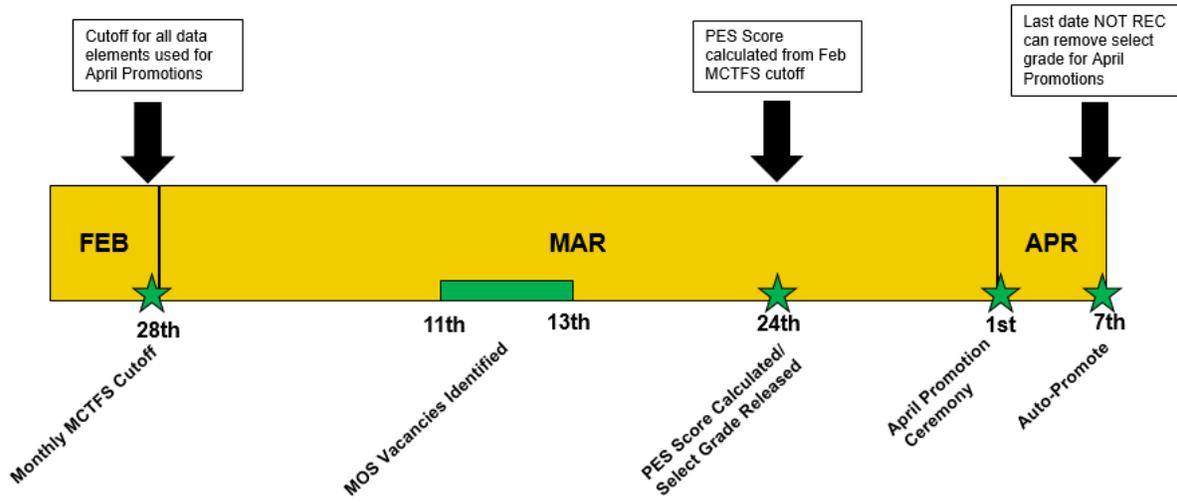
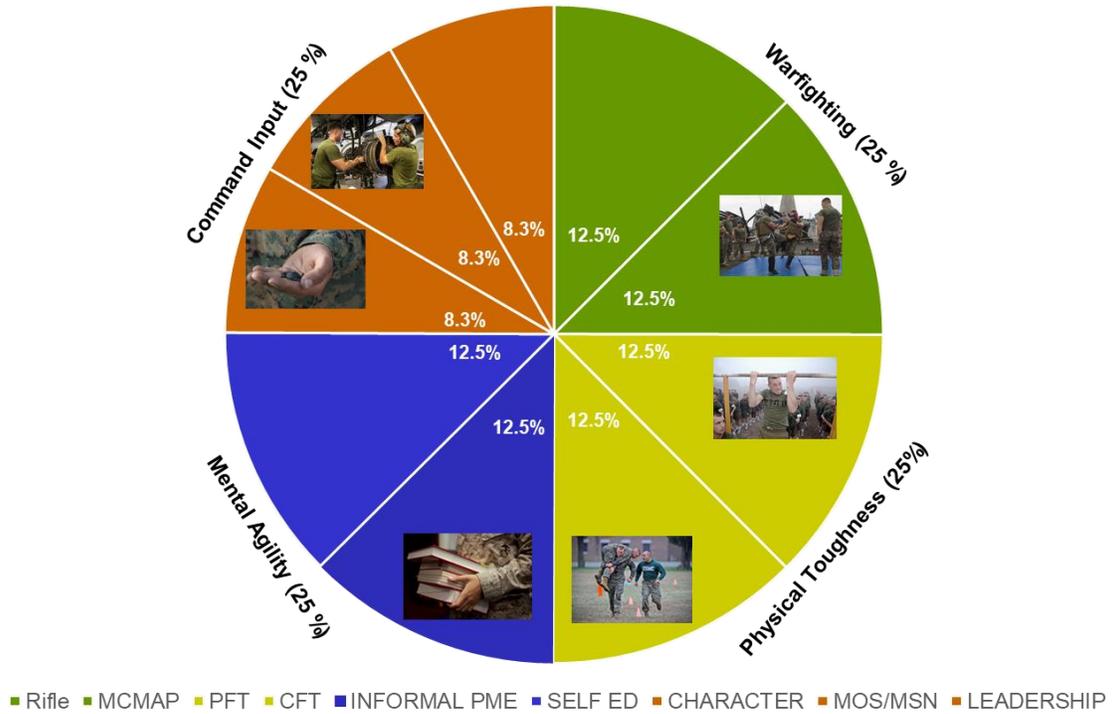


Figure 1-4 JEPES Promotion Cycle

Appendix D

FOUR PILLARS OF JEPES

Junior Enlisted Performance Evaluation



Appendix E

BILLET ACCOMPLISHMENTS

1. Marines may submit billet accomplishments via their MRO Dashboard for an active occasion up until it has been routed from the FLS for approval. Billet accomplishments are the MRO's opportunity to inform the reporting chain of everything that he or she has achieved **during** the reporting period.

a. They should be specific, quantifiable, and directly related to the three areas of command input: individual character, MOS and/or mission accomplishment, and leadership. For the most part billet accomplishments should cover those professional achievements performed on duty, though some circumstances may warrant including heroic or extraordinary acts off duty, or volunteer service.

b. Billet accomplishments may include: metrics associated with the MRO's MOS, successful performance in a leadership role, successful completion of a field training event while performing in billet, successful completion of a MOS-enhancing or PME course, acquiring a new qualification, and community engagement volunteer service.

c. The following are not billet accomplishments: Performing required annual training, receiving an award for actions during a previous reporting period, achievements related to personal hobbies.

EXAMPLE Billet Accomplishments:

- Supervised the safe and accurate processing of 300 fire missions during Integrated Training Exercise 20-1.
- Served as a Position Safety Officer (PSO) for three live fire and maneuver ranges, safely training over 100 Marines and Sailors.
- Performed corrective maintenance on 75 aircraft resulting in 100% mission readiness.
- Planned, coordinated and lead three MCMAP courses resulting in 150 Marines advancing to Green Belt.
- Served as the barracks manager, successfully in-processing 45 Marines and rectifying over 200 maintenance discrepancies.
- Provided 20 hours of mentorship and instruction to 50 new Corporals during the Battalion's Corporals Course.
- Volunteered 10 hours in community as a coach for the base little league baseball team.

Appendix F

GLOSSARY OF TERMS AND DEFINITIONS

Approver. The Approver is the O-5 level commander or OIC equivalent in the MRO's chain of command who is responsible for setting and approving final command input marks, thereby certifying the JEPES worksheet for inclusion in the promotion process.

Command Input Marks. The subjective evaluation in the areas of Individual Character, MOS and/or Mission Accomplishment, and Leadership that is performed by the reporting chain. The average marks in grade from these three lines of evaluation are factored into 25 percent of the MRO's total PES score.

Command Reviewer. The Command Reviewer is an enlisted leader appointed by the Approver (O-5 level commander or OIC equivalent) who reviews JEPES Worksheets and command marks for accuracy at the battalion/squadron level. The Command Reviewer provides the Reviewer and Approver comments and recommendations, however does not have the ability to submit draft marks, return reports, or stop the flow of the evaluation through the reporting chain.

Continuing Education Unit (CEU). The point value assigned to MarineNet courses based on the time required to complete them. CEUs are used to calculate the Informal PME component of the Mental Agility Score.

Cutting Score. A PES Score announced by HQMC on a monthly basis for each MOS or occupational field to which individual PES scores are compared to control the number of promotions to Corporal and Sergeant. MROs who are eligible for promotion and have a PES score that meets or exceeds the Cutting Score may be promoted in a given month.

Delinquent Occasion. An occasion that has not been approved after its "to date."

Evaluator. The Evaluator is a leader who has direct supervision over the FLS and responsibility for the MRO. The Evaluator provides recommended command input markings and comments.

First Line Supervisor (FLS). The FLS is a leader who has direct supervision over the MRO and is charged with providing thorough and accurate observation of and guidance to the MRO. The FLS is the first leader in the MRO's reporting chain to provide recommended command input markings and comments.

Informal Professional Military Education (PME). PME beyond what is required for promotion to the next grade. Informal PME courses are hosted by MarineNet and credit points towards an MRO's Mental Agility Score.

JEPES Worksheet. The graphical representation of an MRO's occasion. Includes the MRO's identifying information, a comparative assessment of the MRO's objective scores against peers in rank/MOS by percentile, command input markings and comments, and projected PES score.

Marine Reported On (MRO). The MRO is the subject of the JEPES Worksheet.

Marine Corps Total Force System (MCTFS). The authoritative source of data for all Marine Corps pay and personnel information which JEPES uses to present information to users and calculate PES scores.

MCTFS Cutoff. The last calendar day of every month, for which current objective scores and command input markings recorded in MCTFS are used to calculate a PES score in the following month for promotions in the month after. EXAMPLE: MCTFS cutoff of 31 January effects promotions on 1 March.

Objective Scores. Training recorded in MCTFS that contributes to the Warfighting, Physical Toughness, and Mental Agility portions of the PES Score.

Occasion. The reporting period with a "from" and "to" date in which the MRO is evaluated.

Mental Agility Score. One of the four pillars of JEPES worth 25 percent of the MRO's PES Score. Consists of an MRO's informal PME in grade (MarineNet) and in service/in grade civilian self-education (college/vocational courses and degrees), each worth 12.5 percent of the PES Score.

PES Score. The composite of an MRO's Warfighting, Physical Toughness, Mental Agility, and Command Input Scores. It is computed monthly and compared against a cutting score for promotion purposes.

Physical Toughness Score. One of the four pillars of JEPES worth 25 percent of the MRO's PES Score. Consists of the MRO's current PFT and CFT score percentiles against peers of the same rank, each worth 12.5 percent of the PES Score.

Projected PES Score. An MRO's PES score based off of most current scores and command input marks recorded in MCTFS. The projected PES score changes with every update to score inputs.

Reporting Chain. The leaders responsible for evaluating an individual MRO. The Approver is at the top of the reporting chain and ultimately responsible for the accuracy and integrity of the occasion.

Reviewer. The Reviewer is a leader who has direct supervision over the Evaluator and responsibility for the MRO, typically at the company level.

Self-Education. Education, usually from a non-military source, that works toward a civilian degree or vocational certification. Includes credit hours towards earning or completed Associates and Bachelor's Degrees. Credit hours and degrees credit points towards an MRO's Mental Agility Score.

Senior Enlisted Reviewer (SER). The SER is an enlisted leader (E6 or above) who reviews JEPES Worksheets and command input marks for accuracy at the platoon and company levels. The SER provides the FLS, Evaluator, and Reviewer comments and recommendations, however does not have the ability to submit draft marks, return reports, or stop the flow of the evaluation through the reporting chain.

Warfighting Score. One of the four pillars of JEPES worth 25 percent of the MRO's PES Score. Consists of the MRO's current rifle score percentile against peers of the same rank and MCMAP Belt, each worth 12.5 percent of the PES Score.

Appendix G

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

AFADBD	ARMED FORCES ACTIVE DUTY BASE DATE
AN	ANNUAL
AR	ACTIVE RESERVE
BCP	BODY COMPOSITION PROGRAM
CEU	CONTINUING EDUCATION UNIT
CFT	COMBAT FITNESS TEST
CMC	COMMANDANT OF THE MARINE CORPS
DC M&RA	DEPUTY COMMANDANT MANPOWER AND RESERVE AFFAIRS
EAD	EXTENDED ACTIVE DUTY
CRB	COMMAND RECRUITING BONUS
FLS	FIRST LINE SUPERVISOR
HQMC	HEADQUARTERS MARINE CORPS
JEPES	JUNIOR ENLISTED PERFORMANCE EVALUATION SYSTEM
MAP	MILITARY APPEARANCE PROGRAM
MCC	MONITORED COMMAND CODE
MCMAP	MARINE CORPS MARTIAL ARTS PROGRAM
MCTFS	MARINE CORPS TOTAL FORCE SYSTEM
MMRP	MANPOWER MANAGEMENT RECORDS AND PERFORMANCE
NOT REC	NOT RECOMMENDED
PES	PERFORMANCE EVALUATION SYSTEM
PFT	PHYSICAL FITNESS TEST
PME	PROFESSIONAL MILITARY EDUCATION
RUC	REPORTING UNIT CODE
SA	SEMI ANNUAL
SER	SENIOR ENLISTED REVIEWER
SDA	SPECIAL DUTY ASSIGNMENT
SMCR	SELECTED MARINE CORPS RESERVE
SNCO	STAFF NONCOMMISSIONED OFFICER
TAD	TEMPORARY ASSIGNED DUTY
TIG	TIME IN GRADE
TIS	TIME IN SERVICE
TR	TRANSFER