

PERFORMANCE EVALUATION SYSTEM

APPENDIX P

SAMPLE ADMINISTRATIVE CORRECTION REQUEST LETTER

(HEADING)

1610
OFFICE CODE
(DATE)

From: RANK FULL NAME, SSN/MOS USMC

To: Commandant of the Marine Corps (MMSB-31/MMSB-34)

Subj: REQUEST FOR ADMINSTRATIVE CORRECTION TO FITNESS REPORT FOR THE OCCASION
(OCC CODE) AND PERIOD (START DATE) TO (ENDING DATE) CASE OF: RANK FULL
NAME, SSN/MOS USMC

Ref: (a) MCO 1610.7E

Encl: (1) Supporting Documentation as Applicable (i.e. Award Certificates,
Page 3 from SNM's SRB/OQR, Enlistment Contract, DD Form 214, etc.)

1. I request that the following change(s) be made to my fitness report file in
OMPF and/or fitness report listing on Master Brief Sheet (MBS).

(Specify the current data as it appears in the record and then specify the
desired data change to be made. Justify reason for correction.)

For example:

-That the dates of the fitness report 20010201-20010331(AN) be changed to
reflect the dates 20010101-20010331 (AN). The reason for this correction is to
include proceed/delay/travel while in transit from my previous command, as evi-
denced by a copy of my page 3 at encl (1).

2. Any questions concerning this matter, contact me at DSN number or commercial
(area code/number).

MRO Signature

MEMORANDUM ENDORSEMENT

From: Reporting Senior/Reviewing Officer

To: Commandant of the Marine Corps (MMSB-31/MMSB-34)

1. I concur with the MRO and request correction(s) be made to his/her fitness
report/MBS. I offer the following explanation:

2. Any questions concerning this matter, contact me at DSN number or
commercial (area code/number).

RS/RO Signature