

(Heading)

1610
(Office Code)
(Date)

From: Grade, Full Name, SSN/MOS USMC
To: Commandant of the Marine Corps (MMSB-31/MMSB-34)

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

Ref: (a) MCO P1610.7E

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 changes(s) be made to my fitness report
file in my 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)/(AR) be
changed to reflect the dates 20010101 - 20010331 (AN)/(AR). The reason for
this correction is to include proceed/delay/travel while in transit from my
previous command, as evidenced by a copy of my page 3 at enclosure (1).

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

MRO SIGNATURE

(Date)

FIRST 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) is 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