**UNIT LETTERHEAD**



DD MMM YYYY

**MEMORANDUM FOR THE RECORD**

Subj: INACCURACY OF FITNESS REPORT ID XXXXXX COMPARATIVE ASSESSMENT MARKING

Ref: MCO 1610.7A

1. I was the Reviewing Officer for Rank First M. Last’s YYYYMMDD to YYYYMMDD Annual Fitness Report.

2. My Comparative Assessment marking on this report was a “5” Block. This mark was inadvertent and inconsistent with my assessment of Rank Last’s future potential compared against peers. [RO continues with a couple sentences about MRO’s contributions to the future force and MRO’s future potential for promotion, command, and PME in a manner very similar to RO comments in Sect K of a fitness report].

3. I request the Performance Evaluation Review Board correct this error and change my inadvertent “5” Block marking to the “6” Block.

4. I acknowledge the impact this correction will have on reports I have observed on other Marines of the same grade.

5. I can be reached at (telephone) or (email) for clarification.

F. M. LAST

Major, USMC

Director, Unit