**UNIT LETTERHEAD**



DD Mmm YYYY

**MEMORANDUM FOR THE RECORD**

Subj: INACCURACY OF FITNESS REPORT ID XXXXXX ATTRIBUTE MARKINGS

Ref: MCO 1610.7A

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

2. My marking for the Developing Subordinates attribute on this report was a “D”. This mark was inadvertent and inconsistent with my marking philosophy for reports covering the performance of **rank**. During this discrete reporting period, Rank Name did X, Y, and Z to further the development of his personnel and his command. These actions most certainly deserve an “E” marking for the Developing Subordinates attribute within my Reporting Senior philosophy for majors.

3. I request the Performance Evaluation Review Board correct this error within Rank Last’s record.

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

Rank, USMC

Billet, Unit