



## UNITED STATES MARINE CORPS

1610

From:

To: Commandant of the Marine Corps (MMRP-31)

Via: Reporting Senior/Reviewing Officer

Subj: REQUEST FOR ADMINISTRATIVE CORRECTION TO PROCESSED FITNESS REPORT

Ref: (a) MCO 1610.7B

Encl:

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

a. Report to be modified: Occasion: \_\_\_\_\_ From date: \_\_\_\_\_ To date: \_\_\_\_\_

Section: \_\_\_\_\_ Item: \_\_\_\_\_ and Item: \_\_\_\_\_

b. Correct data/information: \_\_\_\_\_

2. The reason and justification for this request is as follows: *(required)*

3. Any questions concerning this matter, contact me at

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### MEMORANDUM ENDORSEMENT

From: Reporting Senior/Reviewing Officer

To: Commandant of the Marine Corps (MMRP-31)

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

2. Any questions concerning this matter, contact me at