



CHANGE LETTER TO UNIT  
LETTERHEAD

**UNITED STATES MARINE CORPS**  
HEADQUARTERS UNITED STATES MARINE CORPS  
MANPOWER MANAGEMENT RECORDS AND PERFORMANCE (MMRP)  
2008 ELLIOT ROAD  
MCB QUANTICO, VA 22134

INTS OF MARINE  
SUBMITTING LTR

1610

BEJ

(Date)

DATE FORMAT  
(DD MMM YY)

From: Sergeant Bill E. Jones 1254689526/0111 USMC  
To: Commandant of the Marine Corps (MMRP-31)  
Via: Rank First MI Last Name EDIPI/MOS USMC (Reporting Senior/Reviewing Officer)

Subj: REQUEST FOR ADMINISTRATIVE CORRECTION TO FITNESS REPORT FOR ANNUAL  
(AN) FITREP 20140701-20150331 IN CASE OF SERGEANT BILL E. JONES  
1236589458/0111 USMC

Ref: (a) MCO 1610.7

Encl: (1) Supporting Documentation as Applicable

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

For example:

-The date of the fitness report 20140701-20150331(AN) be changed to reflect the dates 20140601-20150331(AN). The reason for this correction is to administratively correct an oversight of the MRO putting the incorrect date on the MROW.

2. Any questions concerning this matter, contact me at commercial DSN XXX-XXXX or commercial (XXX)XXX-XXXX.

B. E. JONES

DATE FORMAT  
(DD MMM YY)

JCD  
(Date)

FIRST ENDORSEMENT

From: Rank First MI Last Name EDIPI/MOS USMC (Reporting Senior/Reviewing Officer)  
To: Commandant of the Marine Corps (MMRP-31)

1. I concur with the MRO and request the correction to be made to his fitness report and Master Brief Sheet.

2. Any questions concerning this matter, contact me at (XXX)XXX-XXXX.

J. C. DOE