

PREPARING YOUR RECORD FOR BOARDS

The promotion system provides a competitive process whereby Marines within each grade compete for promotion to the next grade. The basic goal is to advance the *Best and fully qualified Marines* to higher grades.

Your record is your personal representation at all selection boards for promotion, command and school. The board does not see you. They only see your record. It is important that you fully understand all the parts of your record and know how to keep it updated. As we review records during counseling, we routinely come across poorly managed records. We find records not updated with important items such as PME, fitness reports and awards. Failure to have all your information in your record may present a limited picture of your performance and potential. Ensuring your record is current and complete is your responsibility.

It is neither difficult nor time consuming to ensure you have a current and updated record. The focus of this handout is to give you a snapshot of the important elements of your record as they pertain to promotion and how to check your own record. Points of contact are listed to enable you to correct your record if needed. You should use this checklist to review the accuracy of your record. Don't procrastinate and wait until the last hour. We recommend you order and review your record at least one year prior to consideration by a board. Ensure that your record is accurate and legible at least a month before any selection process as your records are seen by respective boards electronically and the servers are loaded with the records about 10-14 days prior to the board convening.

Points of contact for corrections are listed near the end of this guide.

References: MCO P1610.7E w/ changes 1-6 (Performance Evaluation System)
MCO P1070.12 (IRAM)

YOUR OFFICIAL RECORD

YOUR MASTER BRIEF SHEET (MBS)

Your MBS is a collection of administrative data, duties and marks given in your fitness reports. The old style MBS will have no further entries beyond the closing date of the old reporting system (1998), and no further updates to the header data at the top (this header data is not given to board members). You will have a new style MBS for all reports received under the current Performance Evaluation System.

YOUR OFFICIAL MILITARY PERSONNEL FILE (OMPF)

The OMPF is a collection of digital images of documents, which includes fitness reports, awards, diplomas, etc. Boards view the OMPF digitally (on computer). It is available to individual Marines upon request in compact disk or paper formats.

FOLDER	CONTENTS
S-FOLDER (SERVICE FOLDER)	Consists of contract information, discharge documents, general administrative and service documents.
C-FOLDER (COMMENDATORY & DEROGATORY FOLDER)	Contains diplomas, personal awards, court-martial/nonjudicial punishments, and other material reflecting significant personal achievement or adversity.
P-FOLDER (PERFORMANCE FOLDER)	Contains fitness reports.
X-FOLDER	Digital Photographs

MARINE CORPS TOTAL FORCE SYSTEM (MCTFS/3270) – ENLISTED BOARDS ONLY

Though selection boards do not have ready access to MCTFS/3270, enlisted boards are provided rosters that pull information from the system. Officers boards are prohibited by law from considering MCTFS information that is not contained on the MBS. Enlisted Marines need to ensure that the system accurately reflects the following information:

- ❑ Current PFT
- ❑ Range Scores (Rifle and Pistol)
- ❑ PME
- ❑ Martial Arts Certification
- ❑ Awards
- ❑ Special Skills/Qualifications

Corrections can be made by your local administrative section.

REQUESTING YOUR RECORD

Marines can order their OMPF and/or MBS by E-mailing, writing or faxing a request to MMSB. Marines may also get copies in person by visiting the Customer Service Window on the 3rd deck of Building 2008 on MCB Quantico. Ensure that you include your rank, full name, SSN, complete mailing address and work phone number in your request. *A fax or mailed request containing **YOUR SIGNATURE IS REQUIRED** if you are requesting your ompf/mbs be mailed to **an address other than your UNIT or the HOME MAILING ADDRESS shown in MCTFS.*** For more information on ordering your record visit <https://www.mmsb.usmc.mil/howtoget.htm>
Allow adequate time for your record to be processed and mailed to you.

SEND REQUESTS TO:	
By E-mail	MMSBOMPF@manpower.usmc.mil
By Fax	DSN Telefax: 278-5792 Commercial Telefax: (703) 784-5792
By Mail	Headquarters, United States Marine Corps (MMSB-12) 2008 Elliot Road, Quantico, VA 22134-5030.

ADDITIONAL QUESTIONS ON OMPF/MBS

You can also call MMSB's PES Help Desk Hotline for all Performance Evaluation System related questions toll free at (877) 301-9953. For additional information on upcoming changes to the MBS and OMPF, refer to MMSB's website at: <https://www.mmsb.usmc.mil>

KEEPING YOUR RECORD CURRENT

MASTER BRIEF SHEET HEADER DATA

Begin your MBS review by checking the header data, that data that is above the Fitness report listing. If you have an old-style MBS you need not worry about the header data on it. This older data is out of date and does not appear before boards. Corrections to all the data in the header section of the MBS are done by your local admin section. You can easily check most of these changes in Marine On Line (MOL).

Review the personal data included in the first two rows for accuracy. If you have more than two additional MOSs, not all of them can be displayed. Your local admin section can change the order so that the two additional MOSs you want displayed are shown on the MBS. Joint MOSs are shown in the special information section described below.

Review the listing of decorations to ensure that all of your *personal awards* are listed. Unit awards do not appear on the MBS. A listing of the most common award abbreviations is provided near the end of this guide.

The military education section should list all the schools you have attended for which there is a valid school code. The most important schools are: PME school, MOS producing schools, special skill schools. Your local admin section can change the order so that the most recent and/or most important schools are shown on the MBS.

Check the civilian education and language sections to ensure they indicate the correct information. The special info section (Spl Info) lists the current unit, security clearance information, joint MOSs, and the date the MBS was produced. The current unit is the only indicator the board has of your current unit, unless you have received a fitness report while at that unit. Joint MOSs are shown here instead of in the AMOS block above. If you have a joint MOS it should be displayed here (9701 or 9702).

More information on the MBS Header data is contained in Appendix J of MCO P1610.7E w/ changes 1-6 (Performance Evaluation System)

MASTER BRIEF SHEET FITNESS REPORT LISTING

The remainder of the MBS is a listing of fitness reports. Carefully review this information for errors.

DATE GAPS/OVERLAPS

Review your MBS for date gaps and overlaps. Most date gaps are indicated by an additional line on the MBS stating "possible date gap." A date gap is 31 days or more for new-style reports or 45 days or more old-style reports. MMSB will not normally correct gaps or overlaps of less than this. Overlaps are less of a concern and generally only need attention if the overlap is large enough that it causes the reports to list out of normal order on the MBS.

To correct date gaps caused by failure to include periods of proceed, delay and travel, forward a certified true copy of page 3 of the Marine's SRB/OQR under a cover letter to the CMC (MMSB-31). Explain the applicable facts contributing to the error and request a correction to the performance record. This letter can be sent by the Marine Reported On (MRO). It does not require a Reporting Senior (RS) or Reviewing Officer (RO) Endorsement.

To correct date gaps not including a period of proceed, delay and travel or an overlap, forward a letter endorsed by either the RS or RO of the report to CMC (MMSB-31) explaining the applicable facts and requesting the reporting period be changed per paragraph 8007 of the PES Order. If the RS or RO cannot be located, forward a letter explaining the circumstances to the CMC (MMSB-31). Include any documentation to support the requested correction and information that will assist in locating the RS or RO.

MISSING FITNESS REPORTS

If you have a date gap caused by a missing fitness report:

- ❑ Complete Section A of a Fitness Report, NAVMC 10835A (except items 5 through 8).
- ❑ Send the report to the RS under a cover letter requesting the completion of the Fitness Report. Note: Use sample letter B as a guide for the MRO's current command to request the completion of a missing fitness report from a previous command.
- ❑ RS will complete and forward the report to the appropriate Reviewing Officer and provide a copy to the MRO.
- ❑ RO will complete and forward the report to CMC (MMSB-31) or (MMSB-34).
- ❑ CMC (MMSB-30) can accomplish RO action for reports that are more than a year old (calculated from the "To" date to present) and not adverse.

If the report is adverse, it must be processed as a normal adverse report (PES Manual, Chapter 5). When the MRO and the reporting officials are no longer co-located, forward the report to the CMC (MMSB-31) or (MMSB-34) with the name and SSN of the RO.

Copies of original reports are acceptable only if they are over one year old and ALL pages are certified true by one of the reporting officials (RS or RO) shown in items 10 or 11 of section A of the report. The reporting official should write or stamp "Certified True Copy," at the bottom of each page and then sign and print his/her name next to each stamp. Reports less than one year old must be a complete and original report.

Fax copies of missing fitness reports are not acceptable for placement in the Marine's OMPF except:

- ❑ When MMSB contacts the Marine for a fitness report that has been requested from a promotion or selection board.
- ❑ The fitness report is deemed critical to a reenlistment.

The faxed report must be complete, clear and legible, and have all reporting officials' certifications as applicable.

Reporting Senior Ignores Request for Completion of Fitness Report:

- ❑ If the RS fails to respond to your request within 30 days, forward a copy of the correspondence originally sent to the RS soliciting the fitness report and an original Fitness Report, NAVMC 10835A, with items 1, 2, 3, 4, 9, 10, and 11 of section A completed, to the CMC (MMSB-31) or (MMSB-34). Include any known information that may be helpful in locating the RS or RO in the letter.

To locate the Reporting Senior or Reviewing Officer:

- ❑ Exhaust all means of locating the RS and RO, including:
- ❑ Working through the HQMC Worldwide Locator, DSN 278-3942 Commercial (703) 784-3942.
- ❑ Contact the MRO's present and previous command for the RS/RO's address.
- ❑ Contact other Marines serving with the RS/RO during the reporting period.
- ❑ If you still cannot locate the RS or RO, forward an original fitness report, NAVMC 10835A, with items 1, 2, 3, 4, 9, 10, and 11 of section A completed, under cover letter to the CMC (MMSB-31) or (MMSB-34). In your letter, include what you have done to find the reporting officials and any known information that may help to locate them.

OTHER FITNESS REPORT ERRORS

Carefully check the rank on each report. Your rank is used to determine which group your RS and RO are comparing you against and if it is incorrect your comparison will be incorrect as well. On grade change reports (GC) that rank should be your old rank.

When the MBS does not accurately reflect the information from a particular report (as it appears in the OMPF), send a request for correction to the CMC (MMSB-31) explaining the error and include a copy of the your MBS.

If a Fitness Report appears in the P-Folder (Performance Folder) of the Official Military Personnel Folder (OMPF) but not the Master Brief Sheet (MBS), forward a written request to the CMC (MMSB-31) requesting the report be placed on the MBS. Ensure the letter identifies the reporting period and occasion.

Submit requests for other administrative Fitness Report corrections by correspondence, via the RS or RO, to the CMC (MMSB-31). The requested change must be significant, fully justified, and endorsed as valid by either the RS or RO. Simply stating, "Error was result of admin oversight." is not a justification; the RS or RO of record needs to explain the applicable reason(s) for the error. Refer to paragraph 8007 for further information on corrections.

Note: MMSB can make administrative corrections to Section A except for item 9a and 9b (Duty Preference Code/Description) or item 8c (Status). MMSB can also correct statements of fact in Sections B, C, I & K that are devoid of opinion and interpretive comment. All other corrections are inherently judgmental and fall under the purview of the Performance Evaluation Review Board (PERB). For more information visit the MMER website at

https://lnweb1.manpower.usmc.mil/manpower/mi/mra_ofct.nsf/MMER

SUPPLEMENTAL COMMENTS

If the RS or RO is subsequently made aware of new facts that reflect upon the performance of the MRO during the reporting period after the submission of the fitness report, the reporting official can request that the supplemental material be added to the fitness report. Supplemental comments will not serve to change evaluative markings in sections D – H or the RO's comparative assessment (item 3) in section K.

To request the addition of supplemental comments:

- ☐ Place supplemental comments on an addendum page
- ☐ Create a cover letter that justifies why the material needs to be added to the report. Limit supplemental material requests to factual matters.
- ☐ If the supplemental comments are, by necessity, derogatory because the new facts surface a previously unknown adversity, the reporting official making the request must first refer the comments to the MRO for acknowledgement per the provisions of Chapter 5.
- ☐ Requests from the RS must have the endorsement of the RO of record.
- ☐ Submit request to CMC (MMSB-31) or (MMSB-34) as appropriate.

OFFICIAL MILITARY PERSONNEL FILE (OMPF)

OMPF FITNESS REPORTS (P FOLDER)

This folder contains fitness reports and standard addendum pages for all sergeants and above. The P Folder may contain memoranda originated by the CMC (MMSB) as necessary to record historical or administrative information. Check to ensure that a legible copy of each fitness report is in the P Folder and that it is filed with the correct date. Difficult to read fitness reports can be corrected by contacting MMSB-20.

OMPF PHOTOGRAPH (X FOLDER)

This folder contains your digital photo, if one has been submitted. Photos are current for a board if they were taken within 12 months of the board convening. Digital photos remain in your X Folder until replaced by a new photo. Always take someone with you when taking your photograph. For males, ensure a clean shave and haircut as digital photographs have a high resolution. For females, the proper uniform is Service C with skirt and pumps as stated in the IRAM. Be sure to verify the correct information is displayed on the photo and the format is in accordance with the IRAM and MarAdmin 463/01. We recommend you check your photo after submission, but prior to the board. The photo may also be used in screening your record for special assignments. To check if MMSB has your digital picture go to <https://www.mmsb.usmc.mil/photocheck.htm>

OMPF COMMENDATORY AND DEROGATORY INFORMATION (C FOLDER)

This folder contains documents on civilian and military education, personal awards information, courts-martial/non-judicial punishments, and other material reflecting significant personal achievement or adversity that is pertinent to making decisions for purposes of selection, assignment, and retention. Check to ensure that at a minimum a legible copy of all your award citations and diplomas are in the C Folder. The most important schools are: PME school, MOS producing schools, special skill schools. Any college diplomas should also be in the C Folder. Check to ensure that any derogatory information in the C Folder is correct and should be a part of your record. Occasionally, information on pending legal or punitive action that was subsequently resolved in your favor may incorrectly remain in the C Folder.

PETITIONS FOR CORRECTION OF YOUR RECORD

Marines may petition the Board for Correction of Naval Records (BCNR) to remove documents on file in the OMPF which they consider adverse, unjust, inaccurate, or not in compliance with the policies and procedures contained in Marine Corps directives. Any request/petition dealing with fitness reports should be mailed to the PERB not the BCNR. It is the Marine's responsibility to prove his/her case. Petitions must be initiated by the individual using DD Form 149.

MCO P1610.7 and MCO 1610.11 provide procedures for correcting or appealing fitness reports appearing on the OMPF. Information on submitting petitions can be found on MMER's website.

CORRESPONDING WITH THE BOARD

Marines may send correspondence to the President of a Selection Board. It is recommended all correspondence sent be of a nature to explain and not complain. Be chronological, factual and to the point. This is especially useful when explaining details or circumstances not otherwise known by examining a record. Letters of recommendation, PME completion certificates, and other material deemed relevant by the individual Marine that is not already in the OMPF may also be included. Mail all correspondence to the address below sufficiently early to allow for delay in the mail, etc.

COMMUNICATING WITH THE PROMOTION BOARD	
Officers	
President, (Specific Board) Headquarters, United States Marine Corps Harry Lee Hall (MMPR-1) 17 Lejeune Road Quantico, VA 22134-5104	Fax: DSN 278-9883 Commercial: 703-784-9883 Phone: DSN 278-9708/16 Commercial: 703-784-9708/16
Enlisted	
President, (Specific Board) Headquarters, United States Marine Corps Harry Lee Hall (MMPR-2) 17 Lejeune Road Quantico, VA 22134-5104	Fax: DSN 278-9884 Commercial: 703-784-9884 Phone: DSN 278-9712/13 Commercial: 703-784-9712/13

Note: Material sent to a board is NOT forwarded to your OMPF. It is used by the board and then destroyed.

RELATIVE VALUE AND RO DISTRIBUTION

Relative Value is the numerical representation of how the average of a single fitness report compares to the average of all reports written by a RS on Marines of the same grade. Relative Value assists in evaluating a RS's marking philosophy and provides a quantitative analysis of your performance in relation to your peers. It is, however, only one of many items on a report used to evaluate your performance. Relative Value is calculated using FitRep averages. Fitrep averages are created as follows. There are fourteen graded attributes on the current PES. You receive anywhere from an A (adverse) through H (not observed). Once that fitness report is submitted, these letter grades are converted to numbers. An A is assigned a value of 1, a B is assigned a value of 2, a C is assigned a value of 3 and so on (H is assigned a value of 0). Your point total is added up and divided by the number of observed attributes to determine the FitRep average for that report. That FitRep Average is displayed on your MBS as well as your RSs Average (for that particular grade) and your RSs Highest Average (for that particular grade).

Once a RS has written three or more reports on a particular grade, he or she develops a profile, which results in Relative Values. Relative Value is calculated by comparing the FitRep average for a particular report against the RS's overall average for Marines of the same grade using a simple algebraic formula that standardizes the comparison on a bell curve. The Relative value bell curve ranges from 80 to 100. To give an example, if a RS has written three reports on Captain's, the highest FitRep average would have a Relative Value of 100, the lowest FitRep average would have a Relative Value of about 80 and the middle FitRep average would have a Relative value of about 90. There are two relative values given: Relative value at processing and relative value cumulative. "At processing" means at the time this fitness report was processed, this fitness report average was calculated with this reporting senior's average of the 8 reports written as of this time and the relative value of this report was 90.49 at the time of processing (and will never change). "Cumulative" means that as of today, the RS has written 7 more reports for a total of 10, and now has a new fitness report average, which calculates this fitness report at 88.91 relative value now. "Cumulative" is the current relative value of the report.

It looks something like this:

COMM	ADV	RPTS @PROC	RELVAL @PROC	RPTS CUM	RELVAL CUM	RO CONCURS	
						Y	N
		8	90.49	10	88.91	Y	
FITREP		RS		RS			
AVG: 4.67		AVG: 4.67		HIGH: 5.36			

REVIEWING OFFICER PROFILE

The Reviewing Officer profile is based on the markings on page-5 of the fitness report and is an assessment of the MRO when compared to others of the same grade that the Reviewing Officer has observed. This can be found as cumulative data on the Master Brief Sheet and as a fixed snapshot in time when the actual reports are reviewed in the P-Folder of the OMPF.

REVIEWING OFFICER PROFILE IN THE OMPF (*Not Cumulative*)

When the fitness report is initially processed into the OMPF, a one-time snapshot of the RO profile will be electronically overlaid on Page-5 of the fitness report. This information will be captured at the time of processing and will not change. The numbers indicate the number of times the RO has marked Marines of the same grade on that portion of the Comparative Assessment. This information can be seen when looking at fitness reports in the OMPF by the individual Marine and by the selection board.

REVIEWING OFFICER PROFILE ON THE MBS (*Cumulative*)

A comparative assessment of the Reviewing Officer's (RO) rankings for Marines of the same grade will also be included on the MBS.

DUTY ASSIGNMENT		BEGIN END DATE	MISSION			CHARACTER			LEADERSHIP				INTELLECT			EVAL RESP	PROMOTION		
GRADE	TYPE		PER	PRO	CONF	INT	LEA	DEW	SET	ENS	COM	PMR	DEC	INT	YN		NA	ACC	
REVIEWING OFFICER		CCC																	
PLY CMDE COMM		ID	D	C	B	C	D	B	C	B	B	C	B	C	D	C	X		
WO N 2510			19981001																
			19990304																
COL MILLER			RO 0/1 0/2 0/3 1/4 1/5 0/6 0/7 0/8																

- The first number indicates how many fitness reports on Marines of that grade the RO has marked in that block. You may be one of the Marines in that ranking on another report by that RO.
- The box indicates where this fitness report was marked.
- The second number indicates the relative position on the tree, 1 being at the bottom and 8 being at the top

This information will show the cumulative Comparative Assessment (Christmas Tree) marks of all Marines of the same grade evaluated by this RO, with the assessment of this fitrep boxed. Each number represents how many fitness reports this RO has marked in each category (for Marines of the same grade), followed by the assessment rank, starting with "1" for the *Unsatisfactory Marine* to "8" for the *Eminently Qualified Marine*. This information will be displayed on a new row beneath the line of fitrep attributes in line with the RO name, and will be updated as additional fitness reports are processed with the same RO.

POINTS OF CONTACT

OFFICER COUNSELING AND EVALUATION SECTION (MMAA-4)

- DSN 278-9272/9276 or Toll Free 1-800-634-7988
- From www.usmc.mil; select, Career, Marines, Career Counseling, [Officer Counseling](#)

OFFICER ASSIGNMENT SECTIONS (MMAA-1/2)

- Ground Monitor Section DSN 278-9272/9276
- Aviation Monitor Section DSN 278-9267
- From www.usmc.mil; select, Career, Marines, Assignments, [Officer Assignments](#)

ENLISTED COUNSELING SECTION (MMEA-64)

- Career Counseling Unit DSN 278-9241 or 1-800-833-2320
- From www.usmc.mil; select, Career, Marines, Career Counseling, [Enlisted Counseling](#)

ENLISTED ASSIGNMENT MONITORS (MMEA-8)

- Combat Arms Monitor Unit DSN 278-9947
- Service Support Monitor Unit DSN 278-9295
- Aviation/Communication Monitor Unit DSN 278-9259
- Special Assignment Monitor Unit DSN 278-9259
- Humanitarian Section DSN 278-9970

PERFORMANCE EVALUATION REVIEW BRANCH (MMER)

- DSN: 278-9204
- Any request/petition dealing with fitness reports should be mailed to PERB not BCNR. It is the Marine's responsibility to prove his/her case.

OFFICER PROMOTIONS SECTION (MMPR-1)

- DSN: 278-9704/05
- From www.usmc.mil; select, Career, Marines, Promotions, [Officer Promotions](#)

ENLISTED PROMOTIONS SECTION (MMPR-2)

- DSN: 278-9718/9716
- From www.usmc.mil; select, Career, Marines, Promotions, [Enlisted Promotions](#)

SEPARATIONS AND RETIREMENT BRANCH (MMSR)

- Disability (MMSR-4) DSN 278-9308
- Inactive Reserve Unit (MMSR-5) DSN 278-9306
- Retirement Section (MMSR-2) DSN 278-9324

PERSONNEL MANAGEMENT SUPPORT BRANCH (MMSB)

This is your source when requesting your OMPF or MBS.

- To check on an OMPF order MMSB-10 DSN 278-3920/4623/5617
- Customer Service/Help Desk MMSB-20 DSN 278-3622/3623
- Fitness Report Correction MMSB-31 DSN 278-5686
- MBS Correction (fitrep data only) MMSB-31 DSN 278-5689
- MMSB Help Desk (Any fitrep help) 1-877-301-9953
- OMPF Questions MMSB-20 DSN 278-3950
- To check if MMSB received your FITREP:
<https://www.mmsb.usmc.mil/frslogonnew.htm>

MARINE CORPS INSTITUTE

- <http://www.mci.usmc.mil>

10. GT/GCT: General P1080.40 (MCTFSPRIM) Classification Test.	GT/GCT	CMC (MA)	MCO
11. PERM GR: Permanent grade. P1080.40 (MCTFSPRIM)	N/A	CMC (MMPR)	MCO
12. PERM DOR: Permanent Date of P1080.40 (MCTFSPRIM) Rank.	N/A	CMC (MMPR)	MCO
13. DOB: Date of birth. P1080.40 (MCTFSPRIM)	DATE OF BIRTH	UNIT DIARY	MCO
14. DEAF: Date of P1080.40 (MCTFSPRIM) original entry into the Armed Forces.	DEAF	UNIT DIARY	MCO
15. PEBD: Pay entry base P1080.40 (MCTFSPRIM) date.	PAY ENTRY BASE DTE	ENLISTED: UNIT DIARY OFFICERS: CMC (MMSB-10)	MCO
16. AFADBD: Armed Forces P1080.40 (MCTFSPRIM) Active Duty Base Date; the date from which active duty time is computed and is adjustable for lost time or break in service.	AFADBD	UNIT DIARY	MCO
17. AC NAV BD: Active naval service base date; for temporary/permanent LDO's only; a date computed from active naval service performed as an officer, warrant officer, or enlisted person in the Marine Corps or Navy.	N/A	CMC (MMPR)	NONE
18. ACC 1ST COMM: Date P1080.40 (MCTFSPRIM) accepted first Marine Corps commission (initial appointment only).	N/A	UNIT DIARY	MCO
19. DOR 1ST COMM: The Date P1080.40 (MCTFSPRIM) of rank of the first commission in the Marine Corps.	N/A	ACTIVE-CMC (MMPR) RESERVE-UNIT DIARY	MCO
20. DOR 1ST LDO: Date of rank of first commission as an LDO.	N/A	CMC (MMPR)	NAVMC 763
21. DSG PILOT: The date P1080.40 (MCTFSPRIM) on which the Marine was designated a military pilot, naval aviator, or NFO.	N/A	RESERVE-CMC(RAM)	MCO
22. DCADB: The Date P1080.40 (MCTFSPRIM) Current Active Duty Began.	N/A	UNIT DIARY	MCO

Immediate reenlistment does not change this date.

23. SD: Service date (Male Regular, Unrestricted officers only); the year in which the Marine began commissioned service.	N/A	CMC (MMPR Lineal Precedence)	NAVMC 763
24. EAS: Expiration of P1080.40 (MCTFSPRIM) DIARY	EAS active service.	ENLISTED: OFFICER (Reserve): On Active Duty: CMC(MMOA) SMCR/IRR: CMC(RAM)	MCO UNIT
25. DCTB: Date current P1080.40 (MCTFSPRIM) tour began.	DCTB	UNIT DIARY	MCO
26. OSCD: Overseas control DIARY date.	DAUS DEPN RESTR MCO P1080.40 (MCTFSPRIM)		UNIT
27. CONTRACT/LEGAL AGREEMENT: P1080.20 (officers only) Describes the legal agreement under which serving; i.e., LDO, SWAG, EAS, SPL WRK, etc.	N/A MCTFSCODESMAN	ACTIVE: CMC (MMOA) RESERVE: CMC (RAM)	MCO
28. DECORATIONS: Personal P1080.40 (MCTFSPRIM) decorations awarded in order of precedence and the number of like awards (field represents latest 12 personal awards awarded).	AWARDS	UNIT DIARY MMMA-2	MCO MARADMIN 294/03
29. MILITARY EDUCATION: P1080.40 (MCTFSPRIM) Service Schools (including certain MCI courses) listed by course title and year in which completed. A maximum of eighteen schools may be listed.	SCHOOLS/ SPECIAL SKILLS	UNIT DIARY	MCO
30. CIVILIAN EDUCATION P1080.40 (MCTFSPRIM)	CIV ED LEVEL	UNIT DIARY	MCO
31. LANGUAGES: Name of language in which the Marine is proficient. Up to two languages may be listed.	FORGN-LANG CODES 1/2/3/4	CMC (MA)	NONE
32. SPL INFO: Special information. MCC and RUC of Marine Reported on, date extracted.	N/A	N/A	N/A

AWARD CODES

The following are the most common award codes used on the MBS:

AF Air Medal-Individual Action
AH Air Medal-Individual Action (with Combat V)
AS Air Medal (Strike Flight)
AA Army Achievement
AC Army Commendation
DM Distinguished Service Medal
JA Joint Service Achievement Medal
JC Joint Service Commendation Medal
LM Legion of Merit
MM Meritorious Service Medal
NA Navy and USMC Achievement Medal
OV Military Outstanding Volunteer Medal
BS Bronze Star Medal
BV Bronze Star Medal (with Combat V)
CR Combat Action Ribbon
DD Distinguished Service Medal
MR Defense Meritorious Service Medal
DV Distinguished Flying Cross (with Combat V)
DX Distinguished Flying Cross
NV Navy and USMC Achievement Medal (with Combat V)
NM Navy and Marine Corps Medal
NC Navy and USMC Commendation Medal
CV Navy and USMC Commendation Medal (with Combat V)

Additional codes can be found in Chapter 6 of the IRAM.

Sample Letter A Request to Correct Fitness Report Dates

(Heading)

1610
(Office Code)
(Date)

From: Grade, Full Name, SSN/MOS USMC

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

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

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) be 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

This sample is not in strict accordance with standard naval correspondence. Your administrative section should be able to assist you towards that end.

SAMPLE LETTER B

MISSING FITNESS REPORT LETTER TO REPORTING SENIOR

(Heading)

1610
(Date)

From: Commanding Officer
To: (Reporting Senior)

Subj: MISSING FITNESS REPORT ON (MRO) FOR THE OCCASION (OCC CODE) AND PERIOD (START DATE) TO (ENDING DATE), WHILE SERVING AS (BILLET), WITH (UNIT)

Ref: (a) MCO P1610.7E

Encl: (1) Fitness report for the subject period with items 1, 2, 3, 4, 9, 10, and 11 of Section A completed
(2) Self-addressed return envelope

1. Records at Headquarters, U.S. Marine Corps indicate that (MRO_____) is missing a fitness report for the subject period. This is an important matter because the Marine is pending (reenlistment, a promotion board, ORB, assignment, etc.).
2. As reporting senior for the subject period and per the provisions of the reference, please take appropriate action to eliminate the indicated date gap in (MRO_____) performance reports.
 - a. If the report is under one year old, it must be an original report. Use enclosure (1) for your evaluation. Complete sections B through J per the reference.
 - b. If the fitness report is over one year old and you have a copy of the report, please forward it to us. Ensure all pages of the report are certified true by you. If you do not have a copy of the report, use enclosure (1) for your evaluation. Complete sections B through J per the reference.
3. Use enclosure (2) to return the completed report.
4. If the report is adverse, and the reviewing officer is not collocated, provide the name and SSN of the Reviewing Officer with the returned report.
5. The reference requires that a reporting senior respond to correspondence requesting completion of missing fitness reports within 30 days. We should receive your response at this command no later than (date). If you have any

questions concerning this matter, contact (CO, SgtMaj, ExecO, Adj, etc.) at DSN (number) or Commercial (area code/number).

SIGNATURE

Copy to: (MRO)
(Senior Enlisted Advisor, as appropriate)

This sample is not in strict accordance with standard naval correspondence. Your administrative section should be able to assist you towards that end.