



**DEPARTMENT OF THE NAVY**  
BOARD FOR CORRECTION OF NAVAL RECORDS  
2 NAVY ANNEX  
WASHINGTON DC 20370-5100

BJG  
Docket No: 4628-02  
13 June 2002

CAP [REDACTED] USMC  
[REDACTED]

Dear Ca [REDACTED]

This is in reference to your application for correction of your naval record pursuant to the provisions of title 10 of the United States Code, section 1552.

It is noted that the Headquarters Marine Corps (HQMC) Performance Evaluation Section, Personnel Management Support Branch, Personnel Management Division (MMSB-30) has filed a memorandum in your record modifying the contested fitness report for 1 April to 18 June 2001 to reflect that item 5.a has been marked, which indicates that the report is adverse. It is further noted that the HQMC Performance Evaluation Review Board (PERB) has processed the report as an adverse evaluation.

A three-member panel of the Board for Correction of Naval Records, sitting in executive session, considered your application on 13 June 2002. Your allegations of error and injustice were reviewed in accordance with administrative regulations and procedures applicable to the proceedings of this Board. Documentary material considered by the Board consisted of your application, together with all material submitted in support thereof, your naval record and applicable statutes, regulations and policies. In addition, the Board considered the report of the PERB, dated 13 May 2002 with enclosure, a copy of which is attached.

After careful and conscientious consideration of the entire record, the Board found that the evidence submitted was insufficient to establish the existence of probable material error or injustice. In this connection, the Board substantially concurred with the comments contained in the report of the PERB. Accordingly, your application for relief beyond the modifications effected by MMSB-30 and the PERB has been denied. The names and votes of the members of the panel will be furnished upon request.

It is regretted that the circumstances of your case are such that favorable action cannot be taken. You are entitled to have the Board reconsider its decision upon submission of new and material evidence or other matter not previously considered by the Board. In this regard, it is important to keep in mind that a presumption of regularity attaches to all official records.

Consequently, when applying for a correction of an official naval record, the burden is on the applicant to demonstrate the existence of probable material error or injustice.

Sincerely,

W. DEAN PFEIFFER  
Executive Director

Enclosure

4628-02



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3280 RUSSELL ROAD  
QUANTICO, VIRGINIA 22134-5103

IN REPLY REFER TO:  
1610  
MMER/PERB  
MAY 18 2002

MEMORANDUM FOR THE EXECUTIVE DIRECTOR, BOARD FOR CORRECTION OF  
NAVAL RECORDS

Subj: MARINE CORPS PERFORMANCE EVALUATION REVIEW BOARD (PERB)  
ADVISORY OPINION ON BCNR APPLICATION IN THE CASE OF  
CAPTAIN [REDACTED] USMC

Ref: (a) Captain [REDACTED] DD form 149 of 15 Aug 02  
(b) MCO P1610.7E w/Ch 1-2

Encl: (1) Finalized Fitness Report 010401-010618 (TR)

1. Per MCO 1610.11C, the Performance Evaluation Review Board, with three members present, met on 16 January 2002 to consider Captain [REDACTED] petition contained in reference (a). Removal of the fitness report for the period 010401 to 010618 (TR) was requested. Reference (b) is the performance evaluation directive governing submission of the report.

2. The petitioner contends that the report contains derogatory material in Section I (Directed and Additional Comments). As such, he believes he should have been required to acknowledge the report by signing Section J2 and given an opportunity to respond.

3. In its proceedings, the PERB concluded that, as contended, the petitioner should have been given an opportunity to respond to the adverse nature of the report. The following is offered:

a. Given the recent age of the report at the time the PERB first considered reference (a) (seven months), the Board found that affording the petitioner the chance to respond would be a viable option. That action was directed.

b. Subsequent to initiating referral action on 7 February 2002, the petitioner notified this Board that the Reporting Senior [REDACTED] and Reviewing Officer (Lieutenant Colonel Clos [REDACTED]) intended to rewrite the fitness report, possibly into a "not observed" appraisal [REDACTED] (PERB Chairperson) contact [REDACTED] who confirmed the foregoing. Based on that conversation, the PERB directed cessation of all action to obtain the petitioner's rebuttal, pending receipt of the

Subj: MARINE CORPS PERFORMANCE EVALUATION REVIEW BOARD (PERB)  
ADVISORY OPINION ON BCNR APPLICATION IN THE CASE OF  
CAPTAIN [REDACTED] SMC

rewritten fitness report. [REDACTED] was advised that if this action was not completed in an expeditious manner, action to obtain the petitioner's acknowledgement/rebuttal to the report of record would be reinstated.

c. In an e-mail communiqué of 27 March 2002, [REDACTED] advised [REDACTED] that the report had been ". . .reconstructed with the inadvertent wording removed. . ." and was mailed to this Headquarters on/about 15 March 2002. As of 4 April 2002 neither the PERB nor the Fitness Report Processing Section (MMSB-32) was in receipt of the rewritten report. On that same date, official correspondence was again sent to the petitioner, allowing him the opportunity to acknowledge and respond to the fitness report. He was directed to reply by 20 April 2002 and has not done so.

4. The Board's opinion, based on deliberation and secret ballot vote, is that the contested fitness report should remain a part of Captain [REDACTED] official military record. Please note that the enclosure documents the efforts by this Headquarters to obtain Captain [REDACTED] acknowledgement and rebuttal.

5. The case is forwarded for final action.

[REDACTED]

Colonel, U.S. Marine Corps  
Deputy Director  
Personnel Management Division  
Manpower and Reserve Affairs  
Department  
By direction of the Commandant  
of the Marine Corps

COMMANDANT'S GUIDANCE

The completed fitness report is the most important information component in manpower management. It is the primary means of evaluating a Marine's performance and is the Commandant's primary tool for the selection of personnel for promotion, augmentation, resident schooling, command, and duty assignments. Therefore, the completion of this report is one of an officer's most critical responsibilities. Inherent in this duty is the commitment of each Reporting Senior and Reviewing Officer to ensure the integrity of the system by giving close attention to accurate marking and timely reporting. Every officer serves a role in the scrupulous maintenance of this evaluation system, ultimately important to both the individual and the Marine Corps. Inflationary markings only serve to dilute the actual value of each report. Reviewing Officers will not concur with inflated reports.

**A. ADMINISTRATIVE INFORMATION**

1. Marine Reported On:							
a. Last Name	b. First Name	c. MI	d. SSN	e. Grade	f. DOR	g. PMOS	h. BILMOS
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	CAPT	[REDACTED]	[REDACTED]	180
2. Organization:							
a. MCC	b. RUC	c. Unit Description					
V33	13130	[REDACTED]					
3. Occasion and Period Covered:				4. Duty Assignment ( descriptive title ):			
a. OCC	b. From	To	c. Type				
TR	[REDACTED]	[REDACTED]	N	BATTALION ADJUTANT			
5. Special Case:			6. Marine Subject Of:			7. Recommended For Promotion:	
a. Adverse	b. Not Observed	c. Extended	a. Commendatory Material	b. Derogatory Material	c. Disciplinary Action	a. Yes	b. No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Special Information:				9. Duty Preference:			
a. QUAL	N N	d. HT(in.)	69	g. Reserve Component			
b. PFT	NREQ	e. WT	200	h. Future Use			
c. Status		f. Body Fat	12%	i. Future Use			
10. Reporting Senior:				11. Reviewing Officer:			
a. Last Name	b. Init	c. Service	d. SSN	e. Grade	f. Duty Assignment		
[REDACTED]	M	USMC	[REDACTED]	[REDACTED]	BATTALION XO		
a. Last Name	b. Init	c. Service	d. SSN	e. Grade	f. Duty Assignment		
CLOSE	DL	USMC	[REDACTED]	LTCOL	BATTALION COMMANDER		

**B. BILLET DESCRIPTION**

- Lead and train Marines assigned to the Adjutant section, ensuring professional development.
- Supervise the administrative process to ensure efficient and correct staffing of documents.
- Supervise the administration of military justice and serve as the cognizant staff officer on legal issues.
- Maintain classified material as the CMCC officer.
- Supervise the accurate and timely publication, distribution, and review of directives, administrative matters, standard operating procedures, reports and special awards.
- Supervise the Battalion awards and fitness report program.
- Provide the commander with the concept of personnel support.

**C. BILLET ACCOMPLISHMENTS**

- Supervised the professional development of new Marines and prepared them for a major deployment.
- Supervised the processing of more than 30 administrative separation packages.
- Developed and implemented an awards and fitness report tracker to manage both programs
- Prepared the Battalion administratively for Operation Tandem Thrust 2001.
- Provided the Battalion Commander with the concept of personnel support during Operation Tandem Thrust.
- Coordinated the Government Travel Card Program.
- Supervised the Battalion mail operation.

1. Marine Reported On:

2. Duration and Period Covered:

a. Last Name      b. First Name      c. MI      d. SSN      a. OCC      b. From      To

<b>G</b>	<b>E</b>		
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**D. MISSION ACCOMPLISHMENT**

1. **PERFORMANCE.** Results achieved during the reporting period. How well those duties inherent to a Marine's billet, plus all additional duties, formally and informally assigned, were carried out. Reflects a Marine's aptitude, competence, and commitment to the unit's success above personal reward. Indicators are time and resource management, task prioritization, and tenacity to achieve positive ends consistently.

<b>ADV</b>	Meets requirements of billet and additional duties. Aptitude, commitment, and competence meet expectations. Results maintain status quo.	Consistently produces quality results while measurably improving unit performance. Habitually makes effective use of time and resources; improves billet procedures and products. Positive impact extends beyond billet expectations.	Results far surpass expectations. Recognizes and exploits new resources; creates opportunities. Emulated; sought after as an expert with influence beyond unit. Impact significant; innovative approaches to problems produce significant gains in quality and efficiency.	<b>N/O</b>
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<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

2. **PROFICIENCY.** Demonstrates technical knowledge and practical skill in the execution of the Marine's overall duties. Combines training, education and experience. Translates skills into actions which contribute to accomplishing tasks and missions. Imparts knowledge to others. Grade dependent.

<b>ADV</b>	Competent. Possesses the requisite range of skills and knowledge commensurate with grade and experience. Understands and articulates basic functions related to mission accomplishment.	Demonstrates mastery of all required skills. Expertise, education and experience consistently enhance mission accomplishment. Innovative troubleshooter and problem solver. Effectively imparts skills to subordinates.	True expert in field. Knowledge and skills impact far beyond those of peers. Translates broad-based education and experience into forward thinking, innovative actions. Makes immeasurable impact on mission accomplishment. Peerless teacher, selflessly imparts expertise to subordinates, peers, and seniors.	<b>N/O</b>
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<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

**JUSTIFICATION:**

**E. INDIVIDUAL CHARACTER**

1. **COURAGE.** Moral or physical strength to overcome danger, fear, difficulty or anxiety. Personal acceptance of responsibility and accountability, placing conscience over competing interests regardless of consequences. Conscious, overriding decision to risk bodily harm or death to accomplish the mission or save others. The will to persevere despite uncertainty.

<b>ADV</b>	Demonstrates inner strength and acceptance of responsibility commensurate with scope of duties and experience. Willing to face moral or physical challenges in pursuit of mission accomplishment.	Guided by conscience in all actions. Proven ability to overcome danger, fear, difficulty or anxiety. Exhibits bravery in the face of adversity and uncertainty. Not deterred by morally difficult situations or hazardous responsibilities.	Uncommon bravery and capacity to overcome obstacles and inspire others in the face of moral dilemma or life-threatening danger. Demonstrated under the most adverse conditions. Selfless. Always places conscience over competing interests regardless of physical or personal consequences.	<b>N/O</b>
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<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

2. **EFFECTIVENESS UNDER STRESS.** Thinking, functioning and leading effectively under conditions of physical and/or mental pressure. Maintaining composure appropriate for the situation, while displaying steady purpose of action, enabling one to inspire others while continuing to lead under adverse conditions. Physical and emotional strength, resilience and endurance are elements.

<b>ADV</b>	Exhibits discipline and stability under pressure. Judgment and effective problem-solving skills are evident.	Consistently demonstrates maturity, mental agility and willpower during periods of adversity. Provides order to chaos through the application of intuition, problem-solving skills, and leadership. Composure reassures others.	Demonstrates seldom-matched presence of mind under the most demanding circumstances. Stabilizes any situation through the resolute and timely application of direction, focus and personal presence.	<b>N/O</b>
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<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

3. **INITIATIVE.** Action in the absence of specific direction. Seeing what needs to be done and acting without prompting. The instinct to begin a task and follow through energetically on one's own accord. Being creative, proactive and decisive. Transforming opportunity into action.

<b>ADV</b>	Demonstrates willingness to take action in the absence of specific direction. Acts commensurate with grade, training and experience.	Self-motivated and action-oriented. Foresight and energy consistently transform opportunity into action. Develops and pursues creative, innovative solutions. Acts without prompting. Self-starter.	Highly motivated and proactive. Displays exceptional awareness of surroundings and environment. Uncanny ability to anticipate mission requirements and quickly formulates original, far-reaching solutions. Always takes decisive, effective action.	<b>N/O</b>
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<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

**JUSTIFICATION:**

1. Marine Reported On:

a. Last Name

b. First Name

c. MI

d. SSN

2. Occasion and Period Covered:

a. OCC

b. From

To

F. LEADERSHIP

1. LEADING SUBORDINATES. The inseparable relationship between leader and led. The application of leadership principles to provide direction and motivate subordinates. Using authority, persuasion and personality to influence subordinates to accomplish assigned tasks. Sustaining motivation and morale while maximizing subordinates' performance.

ADV	Engaged; provides instructions and directs execution. Seeks to accomplish mission in ways that sustain motivation and morale. Actions contribute to unit effectiveness.	Achieves a highly effective balance between direction and delegation. Effectively tasks subordinates and clearly delineates standards expected. Enhances performance through constructive supervision. Fosters motivation and enhances morale. Builds and sustains teams that successfully meet mission requirements. Encourages initiative and candor among subordinates.	Promotes creativity and energy among subordinates by striking the ideal balance of direction and delegation. Achieves highest levels of performance from subordinates by encouraging individual initiative. Engenders willing subordination, loyalty, and trust that allow subordinates to overcome their perceived limitations. Personal leadership fosters highest levels of motivation and morale, ensuring mission accomplishment even in the most difficult circumstances.	N/O
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A  B  C  D  E  F  G  H

2. DEVELOPING SUBORDINATES. Commitment to train, educate, and challenge all Marines regardless of race, religion, ethnic background, or gender. Mentorship. Cultivating professional and personal development of subordinates. Developing team players and esprit de corps. Ability to combine teaching and coaching. Creating an atmosphere tolerant of mistakes in the course of learning.

ADV	Maintains an environment that allows personal and professional development. Ensures subordinates participate in all mandated development programs.	Develops and institutes innovative programs, to include PME, that emphasize personal and professional development of subordinates. Challenges subordinates to exceed their perceived potential thereby enhancing unit morale and effectiveness. Creates an environment where all Marines are confident to learn through trial and error. As a mentor, prepares subordinates for increased responsibilities and duties.	Widely recognized and emulated as a teacher, coach and leader. Any Marine would desire to serve with this Marine because they know they will grow personally and professionally. Subordinate and unit performance far surpassed expected results due to MRO's mentorship and team building talents. Attitude toward subordinate development is infectious, extending beyond the unit.	N/O
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A  B  C  D  E  F  G  H

3. SETTING THE EXAMPLE. The most visible facet of leadership: how well a Marine serves as a role model for all others. Personal action demonstrates the highest standards of conduct, ethical behavior, fitness, and appearance. Bearing, demeanor, and self-discipline are elements.

ADV	Maintains Marine Corps standards for appearance, weight, and uniform wear. Sustains required level of physical fitness. Adheres to the tenets of the Marine Corps core values.	Personal conduct on and off duty reflects highest Marine Corps standards of integrity, bearing and appearance. Character is exceptional. Actively seeks self-improvement in wide-ranging areas. Dedication to duty and professional example encourage others' self-improvement efforts.	Model Marine, frequently emulated. Exemplary conduct, behavior, and actions are tone-setting. An inspiration to subordinates, peers, and seniors. Remarkable dedication to improving self and others.	N/O
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A  B  C  D  E  F  G  H

4. ENSURING WELL-BEING OF SUBORDINATES. Genuine interest in the well-being of Marines. Efforts enhance subordinates' ability to concentrate/focus on unit mission accomplishment. Concern for family readiness is inherent. The importance placed on welfare of subordinates is based on the belief that Marines take care of their own.

ADV	Deals confidently with issues pertinent to subordinate welfare and recognizes suitable courses of action that support subordinates' well-being. Applies available resources, allowing subordinates to effectively concentrate on the mission.	Instills and/or reinforces a sense of responsibility among junior Marines for themselves and their subordinates. Actively fosters the development of and uses support systems for subordinates which improve their ability to contribute to unit mission accomplishment. Efforts to enhance subordinate welfare improve the unit's ability to accomplish its mission.	Noticeably enhances subordinates well-being, resulting in a measurable increase in unit effectiveness. Maximizes unit and base resources to provide subordinates with the best support available. Proactive approach serves to energize unit members to "take care of their own," thereby correcting potential problems before they can hinder subordinates' effectiveness. Widely recognized for techniques and policies that produce results and build morale. Builds strong family atmosphere. Puts motto <i>Mission first, Marines always</i> , into action.	N/O
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A  B  C  D  E  F  G  H

5. COMMUNICATION SKILLS. The efficient transmission and receipt of thoughts and ideas that enable and enhance leadership. Equal importance given to listening, speaking, writing, and critical reading skills. Interactive, allowing one to perceive problems and situations, provide concise guidance, and express complex ideas in a form easily understood by everyone. Allows subordinates to ask questions, raise issues and concerns and venture opinions. Contributes to a leader's ability to motivate as well as counsel.

ADV	Skilled in receiving and conveying information. Communicates effectively in performance of duties.	Clearly articulates thoughts and ideas, verbally and in writing. Communication in all forms is accurate, intelligent, concise, and timely. Communicates with clarity and verve, ensuring understanding of intent or purpose. Encourages and considers the contributions of others.	Highly developed facility in verbal communication. Adept in composing written documents of the highest quality. Combines presence and verbal skills which engender confidence and achieve understanding irrespective of the setting, situation, or size of the group addressed. Displays an intuitive sense of when and how to listen.	N/O
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A  B  C  D  E  F  G  H

JUSTIFICATION:

1. Marine Reported On:

2. Commission and Period Covered:

a. Last Name

b. First Name

c. MI

d. SSN

a. OCC

b. From

To

G. INTELLECT AND WISDOM

1. PROFESSIONAL MILITARY EDUCATION (PME). Commitment to intellectual growth in ways beneficial to the Marine Corps. Increases the breadth and depth of warfighting and leadership aptitude. Resources include resident schools; professional qualifications and certification processes; nonresident and other extension courses; civilian educational institution coursework; a personal reading program that includes (but is not limited to) selections from the Commandant's Reading List; participation in discussion groups and military societies; and involvement in learning through new technologies.

ADV	Maintains currency in required military skills and related developments. Has completed or is enrolled in appropriate level of PME for grade and level of experience. Recognizes and understands new and creative approaches to service issues. Remains abreast of contemporary concepts and issues.	PME outlook extends beyond MOS and required education. Develops and follows a comprehensive personal program which includes broadened professional reading and/or academic course work; advances new concepts and ideas.	Dedicated to life-long learning. As a result of active and continuous efforts, widely recognized as an intellectual leader in professionally related topics. Makes time for study and takes advantage of all resources and programs. Introduces new and creative approaches to services issues. Engages in a broad spectrum of forums and dialogues.		N/O
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A  B  C  D  E  F  G  H

2. DECISION MAKING ABILITY. Viable and timely problem solution. Contributing elements are judgment and decisiveness. Decisions reflect the balance between an optimal solution and a satisfactory, workable solution that generates tempo. Decisions are made within the context of the commander's established intent and the goal of mission accomplishment. Anticipation, mental agility, intuition, and success are inherent.

ADV	Makes sound decisions leading to mission accomplishment. Actively collects and evaluates information and weighs alternatives to achieve timely results. Confidently approaches problems; accepts responsibility for outcomes.	Demonstrates mental agility; effectively prioritizes and solves multiple complex problems. Analytical abilities enhanced by experience, education, and intuition. Anticipates problems and implements viable, long-term solutions. Steadfast, willing to make difficult decisions.	Widely recognized and sought after to resolve the most critical, complex problems. Seldom matched analytical and intuitive abilities; accurately foresees unexpected problems and arrives at well-timed decisions despite fog and friction. Completely confident approach to all problems. Masterfully strikes a balance between the desire for perfect knowledge and greater tempo.		N/O
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A  B  C  D  E  F  G  H

3. JUDGMENT. The discretionary aspect of decision making. Draws on core values, knowledge, and personal experience to make wise choices. Comprehends the consequences of contemplated courses of action.

ADV	Majority of judgments are measured, circumspect, relevant and correct.	Decisions are consistent and uniformly correct, tempered by consideration of their consequences. Able to identify, isolate and assess relevant factors in the decision making process. Opinions sought by others. Subordinates personal interest in favor of impartiality.	Decisions reflect exceptional insight and wisdom beyond this Marine's experience. Counsel sought by all; often an arbiter. Consistent, superior judgment inspires the confidence of seniors.		N/O
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A  B  C  D  E  F  G  H

JUSTIFICATION:

H. FULFILLMENT OF EVALUATION RESPONSIBILITIES

1. EVALUATIONS. The extent to which this officer serving as a reporting official conducted, or required others to conduct, accurate, uninflated, and timely evaluations.

ADV	Occasionally submitted untimely or administratively incorrect evaluations. As RS, submitted one or more reports that contained inflated markings. As RO, concurred with one or more reports from subordinates that were returned by HQMC for inflated marking.	Prepared uninflated evaluations which were consistently submitted on time. Evaluations accurately described performance and character. Evaluations contained no inflated markings. No reports returned by RO or HQMC for inflated marking. No subordinates' reports returned by HQMC for inflated marking. Few, if any, reports were returned by RO or HQMC for administrative errors. Section Cs were void of superlatives. Justifications were specific, verifiable, substantive, and where possible, quantifiable and supported the markings given.	No reports submitted late. No reports returned by either RO or HQMC for administrative correction or inflated markings. No subordinates' reports returned by HQMC for administrative correction or inflated markings. Returned procedurally or administratively incorrect reports to subordinates for correction. As RO nonconcurrent with all inflated reports.		N/O
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A  B  C  D  E  F  G  H

JUSTIFICATION:

1. Marine Reported On: a. Last Name b. First Name c. MI d. SSN 2. C sion and Period Covered: a. OCC b. From To

I. DIRECTED AND ADDITIONAL COMMENTS

MRO is a competent performer with average abilities within his MOS. He works diligently and produces satisfactory work and satisfactory performance from his section. His decision making and initiative improved. Needs improvement in his leadership skills and understanding you lead people and manage a process. He was initially complacent and required a reminder to produce more professional work. His performance has begun to improve as a result of a renewed understanding of his responsibilities.

J. CERTIFICATION

1. I CERTIFY that to the best of my knowledge and belief all entries made hereon are true and without prejudice or partiality and that I have provided a signed copy of this report to the Marine Reported on.

[Redacted Signature] (Signature of Reporting Senior)

2 0 0 1 0 7 1 1 (Date in YYYYMMDD format)

2. I ACKNOWLEDGE the adverse nature of this report and

- I have no statement to make
I have attached a statement

[Redacted Signature] (Signature of Marine Reported On)

[Empty Date Boxes] (Date in YYYYMMDD format)

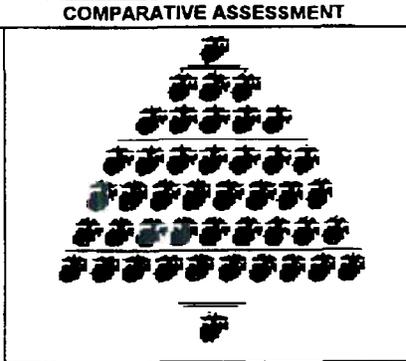
K. REVIEWING OFFICER COMMENTS

1. OBSERVATION: [X] Sufficient [ ] Insufficient

2. EVALUATION: [X] Concur [ ] Do Not Concur

3. COMPARATIVE ASSESSMENT: Provide a comparative assessment of potential by placing an "X" in the appropriate box. In marking the comparison, consider all Marines of this grade whose professional abilities are known to you personally.

Table with 2 columns: DESCRIPTION and checkboxes. Rows include THE EMINENTLY QUALIFIED MARINE, ONE OF THE FEW EXCEPTIONALLY QUALIFIED MARINES, ONE OF THE MANY HIGHLY QUALIFIED PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE, A QUALIFIED MARINE, and UNSATISFACTORY.



4. REVIEWING OFFICER COMMENTS: Amplify your comparative assessment mark; evaluate potential for continued professional development to include: promotion, command, assignment, resident PME, and retention; and put Reporting Senior marks and comments in perspective.

MRC's work improved during reporting period. His renewed attentiveness to the mission became evident and his desire to improve noticed. The quality of work from within his section began to improve as a result of his personal interest. Selected as Regimental Adjutant to continue professional development.

5. I CERTIFY that to the best of my knowledge and belief all entries made hereon are true and without prejudice or partiality.

[Redacted Signature] (Signature of Reviewing Officer)

[Redacted Date] (Date in YYYYMMDD format)

6. I ACKNOWLEDGE the adverse nature of this report and

- I have no statement to make
I have attached a statement

[Redacted Signature] (Signature of Marine Reported On)

[Empty Date Boxes] (Date in YYYYMMDD format)

L. ADDENDUM PAGE

ADDENDUM PAGE ATTACHED: [ ] YES

# FILE PERFORMANCE "P" FICHE

1610  
MMSB-31  
28 APR 2002

## MEMORANDUM FOR THE RECORD

Subj: FITNESS REPORT(S); CASE OF

[REDACTED] E. [REDACTED]

(LAST NAME) (FIRST NAME) (MI) (RANK) (SSN/MOS)

1. The following administrative correction is made:

Period of report	Occasion	Correction
20010401 - 20010618	(TR)	5a = Adverse

2. This correction has not been made on the fitness report on file to preclude a loss in legibility, however, the automated record has been corrected.

3. This correction is verified by the MRO's record, and instituted by Headquarters, Marine Corps.

[REDACTED]

Assistant Head  
Performance Evaluation Section (MMSB-30)  
Personnel Management Support Branch  
Personnel Management Division

216286

**USMC FITNESS REPORT**  
NAVMC 11297 (Rev. 9-99) (WN 2.2)

**ADDENDUM PAGE**

DO NOT STAPLE  
THIS FORM

**A. PURPOSE**

1. Marine Reported On:					2. Occasion and Period Covered:		
a. Last Name	b. First Name	c. M.I.	d. SSN	e. Grade	a. OCC	b. From	To
3. Purpose:							
a. Continuation of Comments Justification	b. Accelerated Promotion Justification	c. Adverse Report MRO Statement 3rd Officer Sighter		d. Admin Review	e. Supplemental Material	f. HQMC Use	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**B. TEXT**

Encl: (1) Copy of CMC 1610/51 MMSB-31 ltr of 4 Apr 2002  
 (2) Copy of MMSB-31 Certified Mail Receipt of 5 Apr 2002

This fitness report is administratively thirdsighted by this Headquarters. Enclosure (1) was sent certified mail. An acknowledgement of receipt of correspondence was not received from [redacted] enclosure (2). Efforts to contact [redacted] has been unsuccessful. No further action is required by [redacted] HQ.

Performance [redacted] (MMSB-30)  
 Personnel Management Support Branch  
 Personnel Management Division

**C. SUBMITTED BY**

1. a. Last Name	b. First Name	c. MI	2. SSN	3. Service	4. Grade
Signature _____					
(Date in YYYYMMDD format)					

**D. GENERAL/SENIOR OFFICER ADVERSE REPORT SIGHTING**

1. a. Last Name	b. First Name	c. MI	2. SSN	3. Service	4. Grade
5. Title _____					
Signature _____					
(Date in YYYYMMDD format)					