

KEEPING YOUR RECORD CURRENT

MASTER BRIEF SHEET HEADER DATA

Begin your MBS review by checking the header data, the 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 This header data is out of date and does not appear before boards.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 can be found under references on the right side of the page.

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 P1610.7F (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.

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 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, a link can be found on the right side of the page.

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. 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.

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 convening date of the board. Digital photos remain in your X Folder until replaced by a new photo. **Send a photo.** If you don't send a photo, the board could get one of two impressions: you don't care enough about being selected to send one, or that you are trying to hide something. If you are unable to send a photo, communicate to the board as to why not. Use the link on the right to check and see if MMSB has received your photo.

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.