USMC FITNESS REPORT (1610)
NAVMC 10835 (Rev. 7-11) (EF)
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COMMANDANT'S GUIDANCE

DO NOT STAPLE THIS FORM

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. ADMINISTR	ATIVE INFORMATION	DN					
1. Marine Report	ed On:						
a. Last Name		b. First Name	c. MI	d. SSN	e. Grade	f. DOR	g. PMOS h. BILMOS
2. Organization:			<u> </u>		<u> </u>		<u> </u>
a. MCC b. RUC	c. Unit Descrip	tion					
3. Occasion and		I	outy Assig	nment (des	criptive title):		
a. OCC b. From	n To	c. Type					
5. Special Case:		6. Marine S	ubiect Of:			7. Recom	mended For Promotion:
a. Adverse b. N	ot Observed c. Exter		endatory al		ory c. Disciplin		_
		Materi	aı 🔲	Material	Action] [
8. Special Inform	nation:	-		9. Du	ty Preference:		
	一 。、				Code b. Descri	iptive Title	
a. QUAL	d. HT(in.)	g. Reserve Componen	ıt L	1st			
b. PFT	e. WT	h. Status		2nd			
	⊣ ⊢			— ⊦			
c. CFT	f. Body Fat	i. Future Us	e	3rd			
10. Reporting Se	nior:				•		
a. Last Name		b. Init c. Serv	ice d.	SSN	e. Grade	f. Duty Assign	nment
11 Reviewing Of	fficer:						
11. Reviewing Of a. Last Name		b. Init c. Serv	ice d.	SSN	e. Grade	f. Duty Assign	nment
D DILLET DE	CCDIDTION						
B. BILLET DE	SCRIPTION						
C. BILLET AC	COMPLISHMENT	S					

	arine Reported On: Last Name		b. First Name	c. MI	d. SSN		2. Occasion and Peri OCC b. From	od Covered: To		
a.	Last Name		D. Flist Name	C. IVII	u. 33N	ı a.	D. FIOIII	10		
D	MISSION ACCOMPLIS	LMENT								
1. PE	ERFORMANCE. Results achieve	ed during th	e reporting period. How	well those d	uties inh	erent to a Marir	ne's billet, plus all addition	onal duties, form	nally	
and in	nformally assigned, were carried ators are time and resource man	dout. Refle	cts a Marine's aptitude, o	competence,	and com	mitment to the	unit's success above pe	ersonal reward.	•	
ADV	mooto requiremente en amot		sistently produces qualit		le		urpass expectations. Re			N/O
İ	and additional duties. Aptitude, commitment, and	Habit	surably improving unit pe tually makes effective us urces; improves billet pro	e of time and	.	Emulated; so	resources; creates oppo ught after as an expert v Impact significant; inno	vith influence		
	competence meet expectations. Results maintain status quo.	produ	ucts. Positive impact ex expectations.				o problems produće sig			
<u> </u>	B	C	D D		E	III quality and	F		G	Н
lП	$\bar{\Box}$	\Box	$\bar{\Box}$		$\bar{\Box}$		$\dot{\Box}$		\prod	\Box
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.										
ADV			contribute to accomplisi				owledge to others. Grad			N/O
ŀ	requisite range of skills and knowledge commensurate	Expe	rtise, education and experistently enhance mission	erience		education and	ose of peers. Translates d experience into forwa	rd thinking,		
	with grade and experience. Understands and articulates	accor	mplishment. Innovative problem solver. Effective	troubleshoot	er	mission acco	tions. Makes immeasur mplishment. Peerless te	eacher,		
l	basic functions related to mission accomplishment.		to subordinates.	ory impureo		selflessly imp and seniors.	arts expertise to subor	dinates, peers,		
Α	В	С	D		Е		F		G	Н
JUS	STIFICATION:									
ŀ										
	INDIVIDUAL CHARAC	TED								
	OURAGE. Moral or physical stre		ercome danger, fear, diff	iculty or anxi	etv. Pers	onal acceptan	ce of responsibility and	accountability, pl	lacino	1
consc	cience over competing interests others. The will to persevere de	regardless	of consequences. Cons							
	Demonstrates inner strength	 	ed by conscience in all a	ctions Prov	en	Uncommon h	pravery and capacity to	vercome		N/O
ŀ	and acceptance of respon- sibility commensurate with	ability	to overcome danger, feather. Exhibits bravery in the	ar, difficulty		obstacles and	I inspire others in the face- e-threatening danger. D	ce of moral		
	scope of duties and experience. Willing to face	advers	sity and uncertainty. No	t deterred by		under the mos	st adverse conditions. S s conscience over comp	Selfless.		
ľ	moral or physical challenges in pursuit of mission		nsibilities.				physical or personal co			
A	accomplishment. B	С	D		E		F		G	Н.
2. EF	FFECTIVENESS UNDER STRESS	3. Thinking	, functioning and leading	g effectively	under co	nditions of physics of physics	sical and/or mental pres	sure. Maintaining	g cor	n-
condi	re appropriate for the situation, itions. Physical and emotional s					o mspire others	s writte continuing to lea	under adverse		
ADV	Exhibits discipline and		sistently demonstrates my and willpower during pe		al		s seldom-matched prese			N/O
	stability under pressure. Judgment and effective		rsity. Provides order to o			Stabilizes any	st demanding circumsta situation through the re	esolute and		
	problem-solving skills are evident.		, and leadership. Compo			timely applica presence.	tion of direction, focus	and personal		
A	В	<u></u>	D		<u>'</u>	ı	F	'	G	Н
\Box							П		П	П
	NITIATIVE. Action in the absence							ct to begin a task	and	
ADV	w through energetically on one's Demonstrates willingness to		rd. Being creative, proac		sive. Ira		ortunity into action. ated and proactive. Disp	olavs	I	N/O
ŀ	take action in the absence of	Foresi	ight and energy consiste rtunity into action. Devel	ently transfor	m	exceptional a	wareness of surrounding Uncanny ability to antid	gs and		
	enacific direction Acts		ies creative, innovative s	olutions. Ac	ts	requirements	and quickly formulate o	riginal, far-		
	specific direction. Acts commensurate with grade,	pursu	ut prompting Self-starte				tions. Always takes dec			
_		pursu	ut prompting. Self-starte			action.	tions. Always takes dec	Jisive, effective		
A	commensurate with grade,	pursu	ut prompting. Self-starte		E		F	Jisive, ellective	G	Н
	commensurate with grade, training and experience.	pursu			E			issive, effective	G	Н
	commensurate with grade, training and experience.	pursu			E			isive, ellective	G	Н
	commensurate with grade, training and experience.	pursu		**	E			isive, enecuve	G	Н
	commensurate with grade, training and experience.	pursu			E			isive, enecuve	G	Н
	commensurate with grade, training and experience.	pursu		**	E			isive, enecuve	G	Н
	commensurate with grade, training and experience.	pursu			E			isive, enecuve	G	H

	rine Reported On: Last Name		b. First Name c. MI	d. S	2. Occasion and Period Covered: SN a. OCC b. From To		
F. L	EADERSHIP.						
subor		asion			olication of leadership principles to provide direction and more mplish assigned tasks. Sustaining motivation and more		
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.	3	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
	В	C	D	E		G	Н
Mento	rship. Cultivating professional	and			regardless of race, religion, ethnic background, or gende team players and esprit de corps. Ability to combine te		ng and
ADV	<u> </u>		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.	d t	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
A	B	С	D	E	. F. □	G	Н
3. SE	TTING THE EXAMPLE. The mos	t vis	ible facet of leadership: how well a Marine serv	ves as	 s a role model for all others. Personal action demonstrate	es	<u> </u>
	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.		ehavior, fitness, and appearance. Bearing, der 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.	t	or, and self-discipline are elements. 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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4. El	NSURING WELL-BEING OF SUB	ORD	INATES. Genuine interest in the well-being of	Marin	 nes. Efforts enhance subordinates' ability to concentrat placed on welfare of subordinates is based on the belie	e/foc	us t
Marin 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.	ir	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 Mission first, Marines always, into action.		N/O
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listen	ing, speaking, writing, and critic	cal re	ading skills. Interactive, allowing one to perce	eive p	hat enable and enhance leadership. Equal importance groblems and situations, provide concise guidance, and ease, raise issues and concerns and venture opinions.	expre	SS
to a le	Skilled in receiving and conveying information. Skilled in receiving and conveying information. Communicates effectively in performance of duties.	ll as	Counsel. 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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	TIFICATION:					$\perp \! \! \perp$	
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Marine Reported On: a. Last Name		b. First Name	c. MI	d. \$	SSN	2. Occas a. OCC	sion and Period Co b. From	overed: To		
			 			1		T		
G. INTELLECT AND WISD	OM									
I.PROFESSIONAL MILITARY EDUCAT of warfighting and leadership aptitude extension courses; civilian educationa Commandant's Reading List; participa	. Resource al institution	s include resident school i coursework; a personal	s; profession reading pro	onal qı ogram	ualifications that include:	and certification in a certifica	on processes; nonre nited to) selections fi	sident and ot rom the		
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.	require compre include and/or	utlook extends beyond M d education. Develops ai thensive personal progra is broadened professiona academic course work; a ncepts and ideas.	nd follows a m which I reading	a	active and as an interest topics. We advantage introduced services	d continuous e ellectual leader lakes time for e of all resources new and cre	parning. As a result offorts, widely recogrin professionally related takes and programs. The approaches to es in a broad spectro	nized lated		N/O
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2 DECISION MAKING ADJUITY Viola	ond time	u problem colution. Cont	ributing old	L	are judame	nt and decisiv	Decisions ref	leat the bala	<u></u>	Ш
DECISION MAKING ABILITY. Viable between an optimal solution and a satestablished intent and the goal of miss	isfactory, w	orkable solution that gen	erates temp	oo. De	cisions are I	made within th	e context of the com		ice	
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.	prioriti proble experie Anticip long-te make c	nstrates mental agility; eff zes and solves multiple c ms. Analytical abilities er ence, education, and intu- ates problems and imple rm solutions. Steadfast, lifficult decisions.	omplex nhanced by tion. ments viabl	le,	the most matched accurate arrives a friction, problem between greater t	critical, comp analytical and ly foresees un t well-timed de Completely co s. Masterfully the desire for	I sought after to resc lex problems. Seldo I intuitive abilities; expected problems a cisions despite fog a infident approach to strikes a balance perfect knowledge a	m and and all		N/O
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		LI Brown and		<u></u>				L		<u>Ц</u>
JUDGMENT. The discretionary asp Comprehends the consequences of co			ore values,	knowl	edge, and po	ersonal experi	ence to make wise ch	noices.		
ADV Majority of judgments are measured, circumspect, relevant and correct.	correc consec assess making	ons are consistent and u t, tempered by consideral quences. Able to identify, relevant factors in the de process. Opinions sough linates personal interest ality.	ion of their , isolate and ecision ant by othe	d ers.	beyond the by all; oft	nis Marine's ex en an arbiter.	tional insight and wi perience. Counsel s Consistent, superior onfidence of seniors	ought		N/O
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JUSTIFICATION:										
H. FULFILLMENT OF EVA 1. EVALUATIONS. The extent to whice valuations. 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.	Prepare consiste accurate characte marking HQMC freports my RO o Section Justifica substan		which were Evaluations e and I no inflated y RO or subordinate flated e returned e errors. tives. fifiable, quantifiab	i i iss'	No reports either RO of inflated ma returned by inflated ma administra	s submitted lat or HQMC for ac irkings. No su y HQMC for ad irkings. Returitively incorrec- tion. As RO no	duct, accurate, uninf e. No reports returns ministrative correcti bordinates' reports ministrative correction red procedurally or t reports to subordin nconcurred with all	ed by on or on or	mely	N/O
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JUSTIFICATION:				L				L		<u> </u>
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Marine Reported On: a. Last Name	b. First Name	c. MI	d. SSN	2. Occas a. OCC	ion and Period Co b. From	vered: To		
						_		
I. DIRECTED AND ADDITIONAL (COMMENTS							
J. CERTIFICATION								
I CERTIFY that to the best of my know	ledge and							
belief all entries made hereon are true an prejudice or partiality and that I have pro-	d without							
copy of this report to the Marine Reported		(Signatu	re of Reporti	ing Senior)	(Date in YYYY	MMDD format)		
2. I ACKNOWLEDGE the adverse nature	of this report and							
I have no statement to make								
I have attached a statement		(Signature	of Marine Re	eported On)	(Date in YYY)	(MMDD format)		
K. REVIEWING OFFICER COMME	ENTS							
1. OBSERVATION: Sufficient	Insufficient	1	2. EVALUATI	ON: Co	ncur Do	Not Concur		
3. COMPARATIVE ASSESSMENT: Provide a comparative assessment of	DESCR	IPTION			COMPARATIVE AS	SSESSMENT		
potential by placing an "X" in the appropriate box. In marking the	THE EMINENTLY	QUALIFIED	MARINE		&			
comparison, consider all Marines of this grade whose professional	ONE OF THE FEW				<u> </u>			
abilities are known to you personally.	EXCEPTIONALLY	MARINES						
	ONE OF THE MAN	IY HIGHLY (UALIFIED		ۇ خە خە خە خە خە خە	* &		
	PROFESSIONAL				****			
	MAJORITY (OF THIS GR	ADE		******			
	A QUALIF	FIED MARIN	E		*			
	UNSAT	ISFACTORY	•					
4. REVIEWING OFFICER COMMENTS:	Amplify your comparati	ive assessme	nt mark; evalua	ate potential for cont	inued professional d	evelopment to		
include: promotion, command, assignment, resi	dent PME, and retention	n; and put Re	oorting Senior	marks and commen	ts in perspective.			
5. I CERTIFY that to the best of my know belief all entries made hereon are true an prejudice or partiality.	/ledge and d without —	(Signatu	re of Review	ring Officer)	(Date in YYY	YMMDD format)		
6. I ACKNOWLEDGE the adverse nature	of this report and	. 5		· ,	•	•		
I have no statement to make	•							
I have attached a statement		(Signature	of Marine Re	eported On)	(Date in YYY	YMMDD format)		
L. ADDENDUM PAGE		(3						
ADDENDUM	I PAGE ATTACHED:		YES					
NAVMC 10835 (Rev. 7-11) (EF)	FOR OFFICE	AL USF ON		sensitive when fi	lled in.	PAGE 5 OF 5		

USMC FITNESS REPORT DO NOT STAPLE NAVMC 11297 (Rev. 7-11) (EF) FOUO - Privacy sensitive when filled in. **ADDENDUM PAGE** 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 То 3. Purpose: a. Continuation of Comments b. Accelerated Promotion c. Adverse Report d. Admin e. Supplemental f. HQMC Justification Section I RO Justification MRO Statement 3rd Officer Sighter Material Review Use B. TEXT C. SUBMITTED BY b. First Name 1. a. Last Name c. MI 2. SSN 4. Grade 3. Service 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

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(Date in YYYYMMDD format)

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