

### 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

2. Organization:

a. MCC	b. RUC	c. Unit Description

3. Occasion and Period Covered:	4. Duty Assignment ( descriptive title ):
a. OCC    b. From                      To                      c. Type	

5. Special Case:	6. Marine Subject Of:	7. Recommended For Promotion:
a. Adverse <input type="checkbox"/> b. Not Observed <input type="checkbox"/> c. Extended <input type="checkbox"/>	a. Commendatory Material <input type="checkbox"/> b. Derogatory Material <input type="checkbox"/> c. Disciplinary Action <input type="checkbox"/>	a. Yes <input type="checkbox"/> b. No <input type="checkbox"/> c. N/A <input type="checkbox"/>

8. Special Information:	9. Duty Preference:
a. QUAL <input type="checkbox"/>	a. Code    b. Descriptive Title
d. HT(in.) <input type="checkbox"/>	1st <input type="checkbox"/>
g. Reserve Component <input type="checkbox"/>	2nd <input type="checkbox"/>
b. PFT <input type="checkbox"/>	3rd <input type="checkbox"/>
e. WT <input type="checkbox"/>	
h. Status <input type="checkbox"/>	
c. CFT <input type="checkbox"/>	
f. Body Fat <input type="checkbox"/>	
i. Future Use <input type="checkbox"/>	

10. Reporting Senior:

a. Last Name	b. Init	c. Service	d. SSN	e. Grade	f. Duty Assignment

11. Reviewing Officer:

a. Last Name	b. Init	c. Service	d. SSN	e. Grade	f. Duty Assignment

#### B. BILLET DESCRIPTION

#### C. BILLET ACCOMPLISHMENTS





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

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**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.

<b>ADV</b>	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.		<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

<b>ADV</b>	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.		<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

<b>ADV</b>	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.		<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

<b>ADV</b>	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 nonconcurred with all inflated reports.		<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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

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**I. DIRECTED AND ADDITIONAL COMMENTS**

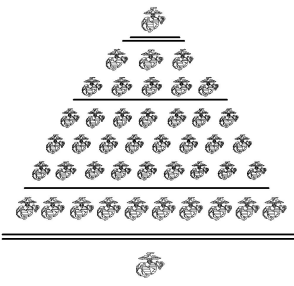
**J. CERTIFICATION**

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. \_\_\_\_\_ (Signature of Reporting Senior)  (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 \_\_\_\_\_ (Signature of Marine Reported On)  (Date in YYYYMMDD format)

**K. REVIEWING OFFICER COMMENTS**

1. OBSERVATION:  Sufficient  Insufficient 2. EVALUATION:  Concur  Do Not Concur

<p>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.</p>	<p>DESCRIPTION</p> <p>THE EMINENTLY QUALIFIED MARINE</p> <hr/> <p>ONE OF THE FEW EXCEPTIONALLY QUALIFIED MARINES</p> <hr/> <p>ONE OF THE MANY HIGHLY QUALIFIED PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE</p> <hr/> <p>A QUALIFIED MARINE</p> <hr/> <p>UNSATISFACTORY</p>	<p>COMPARATIVE ASSESSMENT</p> <div style="text-align: center;"> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </div> 
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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.

5. I CERTIFY that to the best of my knowledge and belief all entries made hereon are true and without prejudice or partiality. \_\_\_\_\_ (Signature of Reviewing Officer)  (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 \_\_\_\_\_ (Signature of Marine Reported On)  (Date in YYYYMMDD format)

**L. ADDENDUM PAGE**

ADDENDUM PAGE ATTACHED:  YES

**USMC FITNESS REPORT**NAVMC 11297 (Rev. 7-11) (EF)  
FOUO - Privacy sensitive when filled in.**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	Section I RO	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**B. TEXT****C. SUBMITTED BY**

1. a. Last Name	b. First Name	c. MI	2. SSN	3. Service	4. Grade
_____ Signature				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (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				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (Date in YYYYMMDD format)	