

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
ROWE	CARLOS	O	253084333	CAPT	19970101	0402	9911

2. Organization:		
a. MCC	b. RUC	c. Unit Description
910	84001	EIGHTH MARINE CORPS DISTRICT

3. Occasion and Period Covered:			4. Duty Assignment (descriptive title):				
a. OCC	b. From	To	c. Type				
GC	20020621	20020831	N	ASSISTANT FOR ENLISTED RECRUITING			

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	c. N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Special Information:					9. Duty Preference:		
a. QUAL	N N	d. HT(in.)	73	g. Reserve Component			
b. PFT	NREQ	e. WT	197	h. Future Use			
c. Status		f. Body Fat		i. Future Use			
					1st	Y79	JOINT STAFF - EUROPE
					2nd	Y26	OVERSEAS WITH DEPENDENTS
					3rd	Y77	JOINT STAFF - OVERSEAS

10. Reporting Senior:					
a. Last Name	b. Initc. Service	d. SSN	e. Grade	f. Duty Assignment	
TOLLIVER	GM USMC	236044593	LTCOL	DEPUTY RECRUITING OPS	

11. Reviewing Officer:					
a. Last Name	b. Initc. Service	d. SSN	e. Grade	f. Duty Assignment	
KUHLOW	RF USMC	113428528	COL	COMMANDING OFFICER	

B. BILLET DESCRIPTION

- Conduct annual mission planning, both contracting and shipping.
- Monitor net new contract attainment and placement.
- Monitor shipping attainment, by component and category.
- Collect, collate, and analyze quality control statistics.
- Monitor, manage, and allocate recruiting programs.
- Plan, execute, and publish monthly guidance in the form of monthly mission letters and any other modification per the annual mission plan as required.
- Review, process, and submit enlistment and shipping waivers to appropriate HHQ.
- Conduct Recruiting Station Operations Officer's Training and Conferences.
- Plan and execute the command's competitive recruiting program and award offensives.
- Provide recommendations to the Commanding Officer and Deputy for Recruiting Operations on enlisted recruiting matters as required.

C. BILLET ACCOMPLISHMENTS

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1. Marine Reported On:				2. Occasion and Period Covered:			
a. Last Name	b. First Name	c. MI	d. SSN	a. OCC	b. From	To	
ROWE	CARLOS	O	253084333	GC	20020621	20020831	

I. DIRECTED AND ADDITIONAL COMMENTS
 Per item 5b, this is a non-observed report due to insufficient observation time.

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)

20020901
 (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)

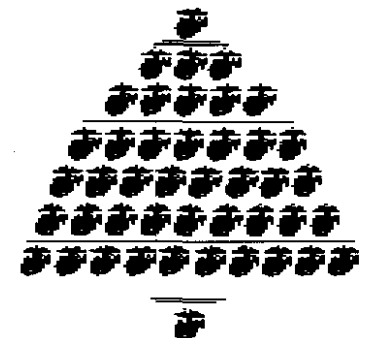
 (Date in YYYYMMDD format)

K. REVIEWING OFFICER COMMENTS

1. OBSERVATION: Sufficient Insufficient

2. EVALUATION: Concur Do Not Concur


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.	DESCRIPTION	COMPARATIVE ASSESSMENT
	THE EMINENTLY QUALIFIED MARINE	<input type="checkbox"/>
	ONE OF THE FEW EXCEPTIONALLY QUALIFIED MARINES	<input type="checkbox"/>
	ONE OF THE MANY HIGHLY QUALIFIED PROFESSIONALS WHO FORM THE MAJORITY OF THIS GRADE	<input type="checkbox"/>
	A QUALIFIED MARINE	<input type="checkbox"/>
	UNSATISFACTORY	<input type="checkbox"/>



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.

 (Signature of Reporting Senior)

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)

20020902
 (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