



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 1414.1B
B 01
29 DEC 1999

MARINE CORPS BASE ORDER 1414.1B w/ch 1, ch 2, ch 3

From: Commander
To: Distribution List

Subj: MERITORIOUS PROMOTION OF ENLISTED MARINES TO THE GRADES OF
CORPORAL AND SERGEANT

Ref: (a) MCO P1400.32B

Encl: (1) Meritorious Promotion to Corporal
(2) Meritorious Promotion to Sergeant
(3) Recommendation for Meritorious Promotion Letter
(4) Conduct of the MCB, Quantico Board
(5) MCB Meritorious Promotion Data Sheet
(6) Service "A" Uniform Inspection Checklist (Male)
(7) Service "B" Uniform Inspection Checklist (Male)
(8) Service "C" Uniform Inspection Checklist (Male)
(9) Camouflage Utility Uniform Inspection Checklist
(Male)
(10) Service "A" Uniform Inspection Checklist (Female)
(11) Service "B" Uniform Inspection Checklist (Female)
(12) Service "C" Uniform Inspection Checklist (Female)
(13) Camouflage Utility Uniform Inspection Checklist
(Female)
(14) Drill Card/Sword Manual Evaluation Sheet

1. Purpose. To promulgate policy and procedures governing meritorious promotions of enlisted Marines to the grades of Corporal and Sergeant per the reference.

2. Cancellation. MCBO 1414.1A.

3. Summary of Revision. This Revision contains a significant number of changes and should be reviewed in its entirety.

4. Background. Paragraph 4103 of the reference is the authority under which meritorious promotions are effected at MCB, Quantico.

5. Information

a. Meritorious promotion authority to Corporal and Sergeant is retained by the CG MCB.

(1) Procedures to be followed for meritorious promotion to Corporal are contained in enclosure (1).

29 DEC 1999

(2) Procedures to be followed in submitting nominations for meritorious promotion to Sergeant and the composition of the MCB screening board are contained in enclosure (2). Additionally, enclosure (3) will be completed and submitted on nominations for meritorious promotion to Sergeant.

(3) Enclosure (4) outlines the conduct of the MCB, Quantico board.

(4) Enclosure (5) will be prepared by G-1 and will be utilized for the MCB board competition. Enclosures (6) through (14) will be utilized for the conduct of the inspections.

b. Recommendations for meritorious promotion to Corporal and Sergeant based upon a single superior act or achievement will be considered on a case-by-case basis, as authorized by paragraph 4103 of the reference.

6. Action

a. MCB Sergeant Major

(1) Act as the Senior Board Member for all MCB meritorious promotion boards, coordinate events and monitors through other command Sergeants Major.

(2) Work directly with the Senior Enlisted Representatives of the selection board.

b. Command Sergeants Major

(1) Provide nominees for the subject promotion boards and all appropriate administrative requirements per this Order.

(2) Provide the name of a board member (E-8 or above) only in your absence.

(3) Ensure all nominees meet the prerequisites established in this Order and the reference.

(4) Provide one event monitor/grader (E-6 or above) and four Marines (Lance Corporal and below) with service rifle and parade sling, for participation as the drill platoon members for the meritorious Sergeant board when required and as outlined in enclosure (4) .

7. Policy

a. Only those Marines who demonstrate superior performance of duty and conduct will be considered for meritorious promotion. Marines appearing before a MCB Meritorious Sergeant Board will:

(1) Have an in-grade Pro/Con average of 4.5/4.5.

(2) Not have any derogatory page 11 entries during the 12 months prior to the convening of the board in which participating.

(3) Not have any conviction for drug abuse or alcohol related incident during their current enlistment/reenlistment contract.

(4) Not have an NJP during the 12 months prior to the convening of the board in which participating or Court-Martial during their current enlistment/reenlistment contract.

* b. A Marine that fails any event of the meritorious promotion board will automatically be disqualified and will be considered ineligible for meritorious promotion.

c. Local screening boards will be used by Commanding Officers to the degree necessary to ensure only the most qualified Marines are considered for meritorious promotion.

d. The provisions of this Order pertain to all enlisted Marines being considered for meritorious promotion as a result of sustained superior performance.


E. CAVAZOS, JR.
Chief of Staff

DISTRIBUTION: INTERNET



UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 1414.1B Ch 1

B 01

31 JUL 2000

MARINE CORPS BASE ORDER 1414.1B Ch 1

From: Commanding General

To: Distribution List

Subj: MERITORIOUS PROMOTION OF ENLISTED MARINES TO THE GRADES OF
CORPORAL AND SERGEANT

Encl: (1) New page insert to MCBO 1414.1B

1. Purpose. To transmit a new page insert to the basic Order.
2. Action. Remove page 3 of the basic Order and replace with the corresponding page contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisks (*) symbol contain changes not previously published.
4. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


E. CAVAZOS, JR.
Chief of Staff

DISTRIBUTION: INTERNET



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 1414.1B Ch 2
B 01
15 MAR 2001

MARINE CORPS BASE ORDER 1414.1B Ch 2

From: Commanding General
To: Distribution List

Subj: MERITORIOUS PROMOTION OF ENLISTED MARINES TO THE GRADES OF
CORPORAL AND SERGEANT

Encl: (1) New page insert to MCBO 1414.1B

1. Purpose. To transmit a new page insert to the basic order.
2. Action. Remove page 3 of the basic order and replace with the corresponding page contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (*) symbol contain changes not previously published.
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.


E. CAVAZOS, JR.
Chief of Staff

DISTRIBUTION: INTERNET



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 1414.1B Ch 3
B 01
1 JUL 2002

MARINE CORPS BASE ORDER 1414.1B Ch 3

From: Commanding General
To: Distribution List

Subj: MERITORIOUS PROMOTION OF ENLISTED MARINES TO THE GRADES OF
CORPORAL AND SERGEANT

Encl: (1) New page inserts to MCBO 1414.1B

1. Purpose. To transmit new page inserts to the basic Order.
2. Action. Remove enclosures (2), (4) and (5), and replace with the corresponding pages contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (*) symbol contain changes not previously published.
4. Filing Instructions. File this Change transmittal immediately following the signature page of Change 2 of the basic Order.

D. L. WRIGHT
Chief of Staff

DISTRIBUTION: INTERNET

MERITORIOUS PROMOTION TO CORPORAL

1. A MCB Screening Board will not be conducted.
2. CO's will recommend to the CG Lance Corporals to be meritoriously promoted to Corporal, not to exceed one percent of the total onboard strength of Lance Corporals as of the first day of the fiscal quarter (October, January, April, and July). Fractions will not be carried over if one or more promotions result from the computation. Should the computation result in less than one promotion, the fraction will be carried over each quarter until it results in one promotion.
3. Not later than the 5th day of the fiscal quarter, CO's report to CG MCB (B 01) the onboard strength of Lance Corporals as of the first day of the quarter. The following formula will be used:
 - a. Authorized number to be promoted (1 percent).
 - b. Carry over from previous quarter expressed as a fraction or decimal (if applicable).
 - c. Carry over to the next quarter expressed as a fraction or decimal (if applicable).
4. Report required statistical data even when there are no recommendations.
5. Recommendations, to include the Marine's SRB, Basic Training Record, and Marine Corps Total Force System Education Record, will be submitted quarterly to CG MCB (B 01) to arrive by the 15th of November, February, May, and August, respectively.
6. The following is required for each nominee's package:
 - a. Recommendation letter, which includes personal identification required to prepare a promotion warrant, i.e., first name, middle initial, last name, and SSN.
 - b. Certification that the Lance Corporals nominated for meritorious promotion to Corporal have been locally screened and clearly qualify for advancement ahead of those more senior and their contemporaries.
 - c. Certification that the Lance Corporals nominated for meritorious promotion to Corporal have completed the MCI course "Fundamentals of Marine Corps Leadership."
 - d. Each nominee's SRB.

ENCLOSURE (1)

MCBO 1414.1B
29 DEC 1999

7. Promotion certificates will be prepared by CG MCB (B 01) and distributed after signature by the CG.

ENCLOSURE (1)

29 DEC 1999

MERITORIOUS PROMOTION TO SERGEANT

1. It will be the discretion of the CG MCB, Quantico to personally promote one corporal, meritoriously, to the rank of sergeant. Based on the onboard strength of corporals, this promotion will be calculated along with the total allocations for the quarter in which effected.

2. All other corporals recommended for meritorious promotion to Sergeant by their CO's will appear before a MCB screening board.

3. Corporals recommended for meritorious promotion to sergeant are required to have completed the Sergeants Nonresident MCI Course to be eligible for consideration.

4. The number of corporals authorized to be nominated to appear before the board from each organization will be based upon the onboard strength of corporals as of the first day of the fiscal quarters (October, January, April, and July), using the following procedures:

a. Not later than the 5th day of the fiscal quarter, COs report to CG MCB (B 01) the onboard strength of corporals as of the first day of the quarter.

b. Allocations to appear before the board will be calculated and promulgated to the local organizations.

* c. The meritorious promotion board will meet on the third Wednesday and Thursday of October, January, April, and July. Nominations will be submitted to arrive at CG MCB (B 01) not later than 5 working days prior to the date the board convenes. Nomination packages will include the following:

(1) Service Record Book.

(2) Basic Training Record.

(3) Completed Recommendation for Meritorious Promotion Letter (enclosure (3)).

*5. The uniform during the Leadership Panel for board members and nominees is the utility uniform.

ENCLOSURE (2)
Ch 3 (1 JUL 2002)

MCBO 1414.1B

29 DEC 1999

*6. The organization of the MCB Board is as follows:

<u>ORGANIZATION</u>	<u>BOARD REQUIREMENTS</u>
MCB (Senior Board Member)	Sergeant Major
HqSvcBn	Sergeant Major
Training and Education Cmd	Sergeant Major
OCS or TBS	Sergeant Major
Weapons Training Bn	Sergeant Major
SctyBn	Sergeant Major

*7. Board members should notify CG MCB (B 01) not later than 5 working days before the board convenes on their availability as board members.

8. A quorum of five is required to convene the board.

9. The senior member of the board will establish standards for the conduct of the board and will provide the board's recommendations to the CG for final approval. CG MCB (B 01) will administratively process the board results and prepare the promotion certificates.

ENCLOSURE (2)
Ch 3 (1 JUL 2002)

RECOMMENDATION FOR MERITORIOUS PROMOTION LETTER

(HEADING)

1414
(Office Code)
(date)

From: Commanding Officer, (Unit)
To: Commanding General, Marine Corps Base, Quantico
Via: Senior Member of Marine Corps Base, Quantico Meritorious Sergeant
Promotion Board

Subj: RECOMMENDATION FOR MERITORIOUS PROMOTION TO SERGEANT CASE
OF; _____

Ref: (a) MCBO 1414.1B

1. Per the reference, the following information on subject Marine is provided for your consideration:

- a. Time in grade _____ months.
- b. Time in service _____ months.
- c. Average conduct marks in grade _____
- d. Average proficiency marks in grade _____
- e. Current PFT: Classification: 1st/2nd/3rd class. Score _____
Date taken _____
- f. Marksmanship:
Rifle Score _____. Rating EX/SS/MM, Date _____
- g. Number of MCI courses completed in grade _____
- h. Number of off-duty (non-MCI) courses completed in grade _____
- i. Completed Sergeants Course nonresident MCI, date _____
- j. Number of personal awards:
NMCCM _____ NMCAM _____ CAR _____
Cert of Comm _____ Merit Mast _____ Other (specify) _____
- k. Number of NJP's career ____ in grade ____
- l. Narrative comments:

(Signature)

8 9 DEC 1999

CONDUCT OF THE MCB, QUANTICO BOARD

***1. Information**

a. Eligibility Criteria. Although there is no minimum TIG standards, corporals must meet the minimum TIS standard of 18 months as outlined in the reference to be eligible. All nominees must have completed the 7000 or 8000 series nonresident MCI course.

b. Board Events. Corporals competing at the MCB, Quantico board for meritorious sergeant will be evaluated in the following areas:

(1) Physical Fitness Test (PFT). Nominees will participate in a PFT. The PFT will be administered at the HqSvcBn Command Post area, and will be conducted at 0630 during the months of 1 April through 31 October and at 1500 during the months of 1 November through 31 March.

(2) Close Order Drill/Sword Evaluation. A close order drill evaluation will be conducted and evaluated by one SNCO from HqSvcBn, Training and Education Command (TECOM), and SctyBn. All nominees will be evaluated in their performance as the unit leader for close order drill. The uniform for this event will be the camouflage utility uniform with NCO sword, sword belt and black frog. All platoon members will march with the service rifle. Close order drill will be conducted at 1300 during the months of 1 April through 31 October and at 0800 during the months of 1 November through 31 March.

(a) The unit leaders will be evaluated on their ability to have the unit execute stationary as well as marching movements per the reference and enclosure (14). Appearance, bearing, and command voice will also be evaluated. The drill cards to be used will be chosen by the senior evaluator chosen for this portion of the board. Sword manual evaluation, and stationary movements will be used only during inclement weather.

(b) The location for the drill portion will be directly behind Lejuene Hall in the parking area. In the event of inclement weather, Larson Gym will be the location.

ENCLOSURE (4)
Ch 3 (1 JUL 2002)

29 DEC 1999

(c) HqSvcBn, TECOM and SctyBn will each provide six Marines to form a platoon size unit in support of the close order drill evaluation. Their uniform will be the camouflage utility uniform with M16A2 service rifle, and a parade sling.

(3) General Military Skills (GMS) Test. A GMS test will be administered. The location for this event will be the Conference Room of Lejuene Hall. The time for this event will be 0900, 1 April through 31 October and at 1030 from 1 November through 31 March. The camouflage utility uniform will be worn.

(4) Personnel Inspection. A uniform inspection, in the service "A" uniform will be conducted at Lejuene Hall, 2nd deck Conference Room at 1100 during the months of 1 April through 31 October, and at 1300 from 1 November through 31 March.

(a) The evaluator for this inspection (GySgt or above) will be provided by HqSvcBn.

(b) Enclosures (6) through (13) will be utilized for the conduct of the inspection.

(5) Leadership Panel. The Leadership Panel will begin at 0900 on the second day of the meritorious promotion board. Nominees are required to be present one-half hour prior. All participants will be required to present a 5-minute Technique of Military Instruction (TMI) on any portion of their primary MOS. Guidance on the specific conduct of the board will be provided by the senior board member.

2. Point Values. Point values will be awarded for each area of the evaluation as follows:

a. PFT: 285 - 300 = 4 Pts; 1st Class to 284 = 3 Pts;
2nd Class = 2 Pts; 3rd Class = 1 Pt.

b. Personnel Inspection: 95 - 100 = 4 Pts; 90 - 94 = 3 Pts;
85 - 89 = 2 Pts; 80 - 84 = 1 Pt; 79 and below = 0 Pt.

c. Close Order Drill: 95 - 100 = 4 Pts; 90 - 94 = 3 Pts;
85 - 89 = 2 Pts; 80 - 84 = 1 Pt; 79 and below = 0 Pt.

d. GMS Test: 95 - 100 = 4 Pts; 90 - 94 = 3 Pts;
85 - 89 = 2 Pts; 80 - 84 = 1 Pt; 79 and below = 0 Pt.

* e. TMI: 20 pts maximum. 3 pts for each 30 seconds timing loss (decrease or increase).

ENCLOSURE (4)

Ch 3 | 1 JUL 2002)

MCB MERITORIOUS PROMOTION DATA SHEET

Name: _____ Rank: _____ SSN/MOS: _____ / _____

Unit: _____ Ht/Wt: _ / _ TIG/TIS: _____ MOS/_____MOS

PART I - Miscellaneous Information

1. Average Pro/Con: In Grade _ / _ In Service: _ / _

2. Swim Qualification: _____ Class: _____ Date: _____

3. Commendatory Information (Awards, etc.): _____

PART II

1. **Physical**. Score: _____ Points: _____

285 - 300 = 4 Pts
1st Class - 284 = 3 Pts
2nd Class = 2 Pts
3rd Class = 1 Pt

2. Rifle Marksmanship. score / Class / Date: / _____
Points: _____

52 - 65/235 - 250 = 4 Pts
40 - 51/220 - 234 = 3 Pts
35 - 39/210 - 219 = 2 Pts
25 - 34/190 - 209 = 1 Pt

3. MCI Completion. Number Completed: _____ Points: _____

In grade do not count eligibility requirements:

5 or more = 4 Pts
4 = 3 Pts
3 = 2 Pts
1-2 = 1 Pt

PART II TOTAL POINTS: _____

ENCLOSURE (5)
Ch 3 (1 JUL 2002)

29 DEC 1999

PART III - Events

1. Drill Evaluation. Score: _____ Points: _____

- 95 - 100 = **4** Pts
- 90 - 94 = **3** Pts
- 85** - 89 = **2** Pts
- 80 - 84** = 1 Pt
- 79 - Below = 0 Pt

2. Uniform Inspection. Score: _____ Points: _____

- 95 - 100 = **4** Pts
- 90 - 94 = **3** Pts
- 85** - 89 = **2** Pts
- 80 - 84** = 1 Pt
- 79 - Below = 0 Pt

3. GMS Test. Score: _____ Points: _____

- 95 - 100 = **4** Pts
- 90 - 94 = **3** Pts
- 85** - 89 = **2** Pts
- 80 - 84** = 1 Pt
- 79 - Below = 0 Pt

*4. TMI. Time: _____ Points: _____

20 pts maximum. 3 pts for each 30 second timing loss (decrease or increase).

5. Knowledge. (1 pt (x) per correct answer max 18 Pts)

Points: _____

6. Bearing. (Maximum of 6 Pts)

Points: _____

PART II TOTAL: _____

PART III TOTAL: _____

OVERALL TOTAL: _____

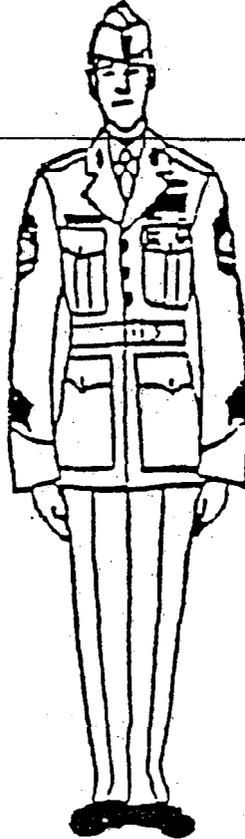
BOARD MEMBER

Name: _____ Rank: _____ Signature: _____

ENCLOSURE (5)
Ch 3 (1 JUL 2002)

SERVICE "A" UNIFORM INSPECTION CHECKLIST (MALE)

Each discrepancy is worth 2 points. Subtract the total discrepancies from a possible score of 100 points to compute the Marine's overall score.



BRASS

- Not Shined/Tarnished
- Scratched
- Unserviceable/Unauthorized

BELT

- Length
- Dirty
- Unserviceable/Unauthorized
- Military alignment

COVERS

- Improperly worn/Fit
- Improper press
- Dirty
- Unserviceable/Unauthorized
- Emblem **unserv/** Improper/. Chipped

SERVICE COAT

- Improper press
- Dirty
- Improper fit
- Unserviceable
- Chevron placement/Unserv
- Buttons dirty/Chipped

SHIRT

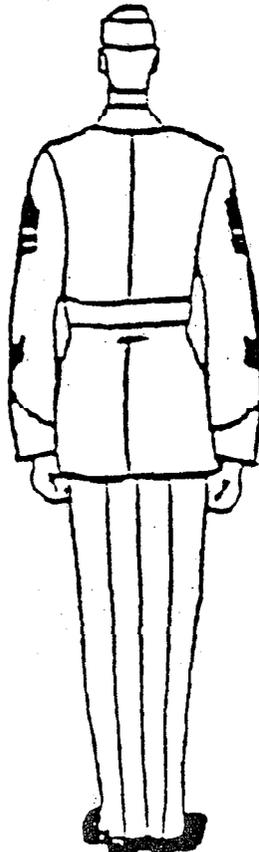
- Improper press
- Dirty
- Improper fit
- Unserviceable

TROUSER

- Improper press
- Dirty
- Improper fit
- Unserviceable

NECKTIE

- Worn improperly
- Unserv/Dirty/Press
- Clasp improper/Unserv



SHOES

- Not shined/Dirty
- Heel & Soles worn
- Unserv/Gouges/Cracked

RIBBONS/BREAST INSIGNIA/
BADGES

- Improper Spacing
- Dirty/Tarnished
- Sequence
- Unserviceable

HYGIENE

- Haircut
- Shave(blood/neck/face)
- Dirty/Long fingernails
- Irish pennants

OUT OF UNIFORM

MARKING/IMPROPER

COMMENTS

RANK/NAME
Unit _____

DATE _____

INSPECTED BY:

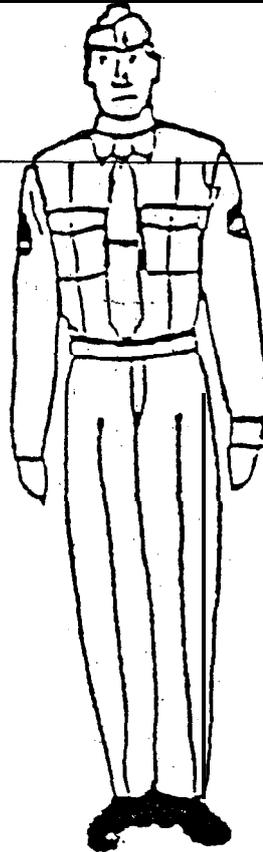
PASS FAIL

TOTAL POINTS +/- _____

ENCLOSURE (6)

SERVICE "B" UNIFORM INSPECTION CHECKLIST (MALE)

Each discrepancy is worth 2 points. Subtract the total discrepancies from a possible score of 100 points to compute the Marine's overall score.



BRASS

- Not Shined/Tarnished
- Scratched
- Unserviceable/Unauthorized

BELT

- Length
- Dirty
- Unserviceable/Unauthorized
- Military alignment

COVERS

- Improperly worn/Fit
- Improper press
- Dirty
- Unserviceable/Unauthorized
- Emblem unserv/ Improper/ Chipped

SHIRT

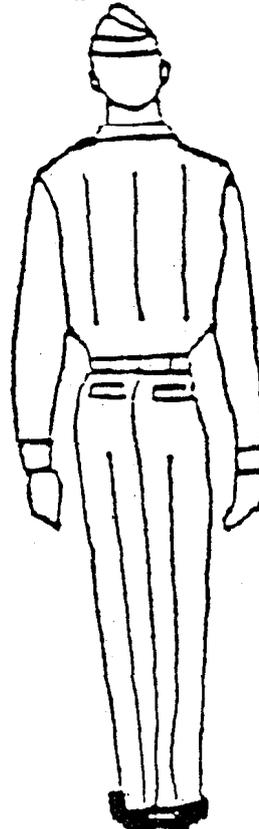
- Improper press
- Dirty
- Improper fit
- Unserviceable
- Chevron placemant
- Chevron unserviceable

i-ROUSER

- Improper press
- Dirty
- Improper fit
- Unserviceable

NECKTIE

- Worn improperly
- Unserv/Dirty/Press
- Clasp improper/Unserv



SHOES

- Not shined/Dirty
- Heel & Soles worn
- Unserv/Gouges/Cracked

RIBBONS/BREAST INSIGNIA/BADGES

- Improper Spacing
- Dirty/Tarnished
- Sequence
- Unserviceable

HYGIENE

- Haircut
- Shave(blood/neck/face)
- Dirty/Long fingernails
- Irish pennants

OUT OF UNIFORM

- MARKING/IMPROPER

COMMENTS

RANK/NAME

Unit _____

DATE _____

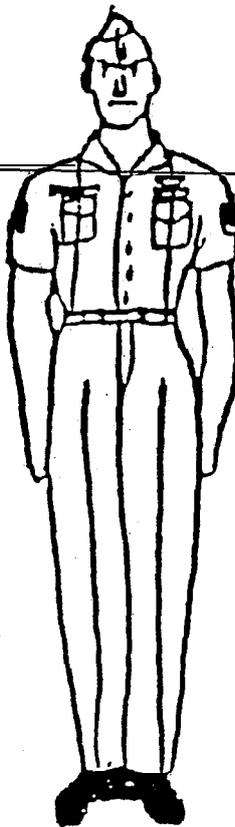
INSPECTED BY: _____

PASS FAIL

TOTAL POINTS +/- _____

SERVICE "C" UNIFORM INSPECTION CHECKLIST (MALE)

Each discrepancy is worth 2 points. Subtract the total discrepancies from a possible score of 100 points to compute the Marine's overall score.



BRASS

- Not Shined/ Farnished
- Scratched
- Unservicable/Unauthorized

BELT

- Length
- Dirty
- Unservicable/ Unauthorized
- Military alignment

COVERS

- Improperly worn/fit
- Improper press
- Dirty
- Unservicable/Unauthorized
- Emblem unserv/ Improper/ Chipped

SHIRT

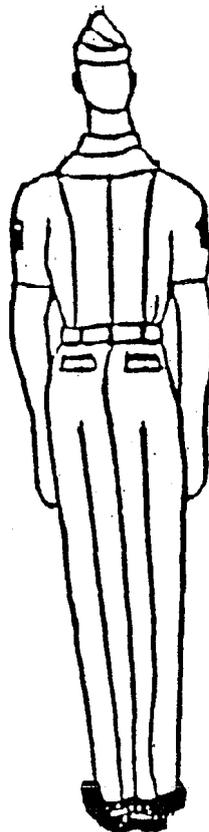
- Improper press
- Dirty
- Improper fit
- Unservicable
- Chevron
- Chevron unservicable

TROUSER

- Improper press
- Dirty
- Improper fit
- Unservicable

SKIVIE SHIRT

- Dirty/ Unservicable



SHOES

- Not shined/Dirty
- Heel & Soles worn
- Unserv/Gouges/Cracked

RIBBONS/ BREAST INSIGNIA

- Improper Spacing
- Dirty/Farnished
- Sequence
- Unservicable

HYGIENE

- Haircut
- Shave(blood/neck/face)
- Dirty/Long fingernails
- Fish pennants

OUT OF UNIFORM

- MARKING/IMPROPER

COMMENTS

RANK/NAME _____
Unit _____

DATE _____

INSPECTED BY: _____

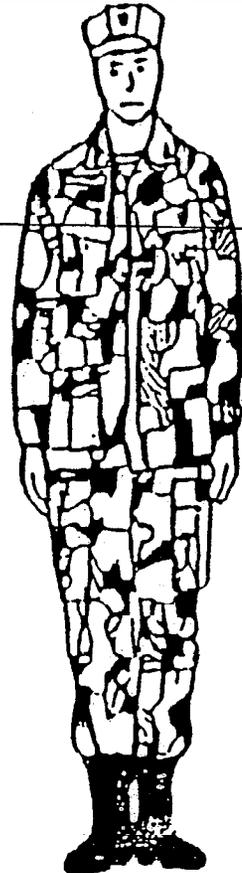
PASS FAIL

TOTAL POINTS _____

ENCLOSURE (8)

CAMOUFLAGE UTILITY UNIFORM INSPECTION CHECKLIST (MALE)

Each discrepancy is worth 2 points. Subtract the total discrepancies from a possible score of 100 points to compute the Marine's overall score.



BRASS

- Not Shined/Tarnished
- Scratched
- Unservicable/Unauthorized

BELT

- Length
- Dirty
- Unservicable/Unauthorized
- Military Alignment

BUTTONS

- Broken/Chipped
- Missing
- Unbutton pockets

COVERS

- Improperly worn/Fit
- Improper press
- Dirty
- Unservicable
- Decal placement/Missing

CAMOUFLAGE BLOUSE

- Improper press
- Dirty
- Improper fit
- Unservicable
- Decal placement/Missing
- Chevron placement/Unserv

CAMOUFLAGE TROUSERS

- Improper press
- Dirty
- Improper fit
- Unservicable

SKIVIE SHIRT/ SERVICE SWEATER

- Dirty/ Unservicable

BOOTS

- Not shined/Dirty
- Heel & Soles worn
- Unserv/Gouges/Cracked

BREAST INSIGNIA

- Improper Spacing
- Dirty/Tarnished
- Unservicable

HYGIENE

- Haircut
- (blood/stain/face)
- Dirty/long fingernails
- Irish pennants

O U T O F U N I F O R M

M A R K I N G I M P R O P E R

C O M M E N T S

RANK/NAME _____

Unit _____

DATE _____

INSPECTED BY: _____

PASS FAIL

TOTAL POINTS +/- _____

ENCLOSURE (9)

SERVICE "A" UNIFORM INSPECTION CHECKLIST (FEMALE)

Each discrepancy is worth 2 points. Subtract the total discrepancies from a possible score of 100 points to compute the Marine's overall score.

BRASS

- Not Shined/Tarnished
- Scratched
- Unserviceable/Unauthorized

BELT

- Length
- Dirty
- Unserviceable/Unauthorized
- Military alignment

COVERS

- Improperly worn/Fit
- Improper press
- Dirty
- Unserviceable/Unauthorized
- Emblem unserv/ Improper/ Chipped

SERVICE COAT

- Improper press
- Dirty
- Improper fit
- Unserviceable
- Chevron placement/Unserv
- Buttons dirty/Chipped

SHIRT

- Improper press
- Dirty
- Improper fit
- Unserviceable

SKIRT

- Improper press
- Dirty
- Improper fit
- Unserviceable

NECKTAB

- Worn improperly
- Unserv/Dirty/Press



SHOES

- Not shined/Dirty
- Heel & Soles worn
- Unserv/Gouges/Cracked
- Panty hose unserv
- Panty hose skintone
- No liner/Slip

RIBBONS/ BREAST INSIGNIA/ BADGES

- Improper spacing
- Dirty/ Tarnished
- Sequence
- Unserviceable

HYGIENE

- Haircut/ Hairstyle
- Makeup
- Dirty fingernails
- Irish pennants

OUT OF UNIFORM

MARKING/ IMPROPER

COMMENTS

RANK/NAME _____
Unit _____

DATE _____

INSPECTED BY: _____

PASS FAIL

TOTAL POINTS +/-

ENCLOSURE (10)

SERVICE "B" UNIFORM INSPECTION CHECKLIST (FEMALE)

Each discrepancy is worth 2 points. Subtract the total discrepancies from a possible score of 100 points to compute the Marine's overall score.

BRASS

- Not Shined/Tarnished
- Scratched
- Unserviceable/Unauthorized

BELT

- Length
- Dirty
- Unserviceable/Unauthorized
- Military alignment

COVERS

- Improperly worn/fit
- Improper press
- Dirty
- Unserviceable/Unauthorized
- Emblem unserv/Improper/Chipped

SHIRT

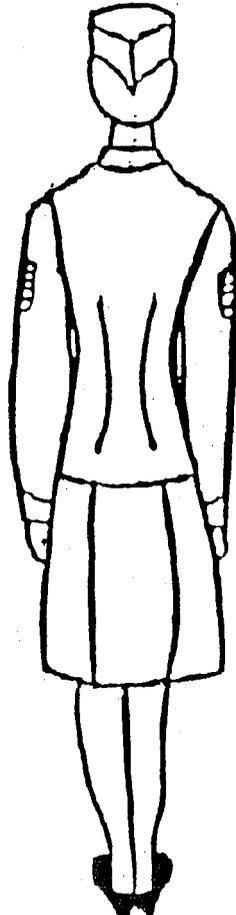
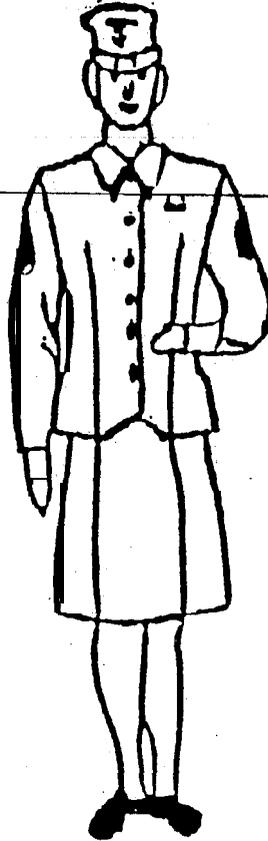
- Improper press
- Dirty
- Improper fit
- Unserviceable
- Chevron placement
- Chevron unserviceable

SKIRT

- Improper press
- Dirty
- Improper Fit
- Unserviceable

NECKTAB

- Worn improperly
- Unscr/ Dirty/ Press



SHOES

- Not shined/Dirty
- Heel & Soles worn
- Unserv/Gouges/Cracked
- Pantyhose unserv
- Pantyhose skintone
- No liner / Slip

RIBBONS/ BREAST INSIGNIA/ BADGES

- Improper spacing
- Dirty/ Tarnished
- Sequence
- Unserviceable

HYGIENE

- Haircut/ Hairstyle
- Makeup
- Dirty fingernails
- Irish pennants

OUT OF UNIFORM

IM MARKING/ P E R

COMMENTS

 RANK/NAME
 Unit _____

DATE _____

INSPECTED BY: _____

PASS FAIL

TOTAL POINTS +/-

ENCLOSURE (11)

SERVICE "C" UNIFORM INSPECTION CHECKLIST (FEMA)

Each discrepancy is worth 2 points. Subtract the total discrepancies from a possible score of 100 points to compute the Marine's overall score.

BELT

- Length
- Dirty
- Unserviceable/Unauthorized
- Military Alignment

COVERS

- Improperly worn/Fit
- Improper press
- Dirty
- Unserviceable/Unauthorized
- Emblem unserv/Improper/Chipped

SHIRT

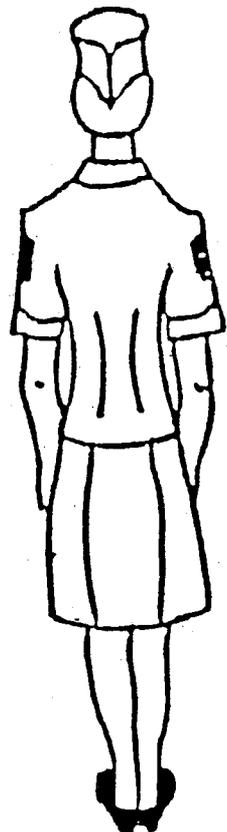
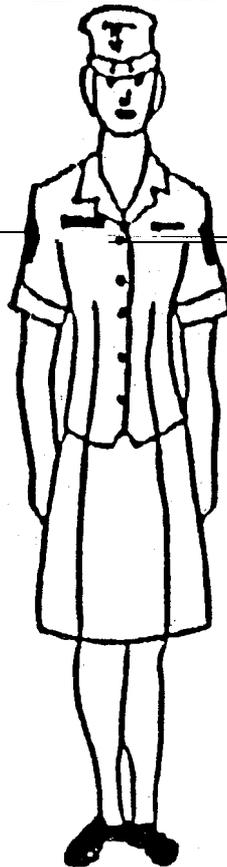
- Improper press
- Dirty
- Improper fit
- Unserviceable
- Chevron placement
- Chevron unserviceable

SKIRT

- Improper press
- Dirty
- Improper press
- Unserviceable

SKIVIE SHIRT

- Dirty/ Unserviceable



SHOES

- Not shined/Dirty
- 1 Incl & soles worn
- Unserv/Gouges/Cracked
- Panty ltosc unserv
- Panty ltosc skintone
- No litter/Slip

RIBBONS/BREAST INSIGNIA

- Improper spacing
- Dirty/Tarnished
- Sequence
- Unserviceable

HYGIENE

- Haircut/Hairstyle
- Makeup
- Dirty fingernails
- Irish pennants

OUT OF UNIFORM

MARKING IMPROPER

COMMENTS

RANK/NAME
Unit _____

DATE _____

INSPECTED BY: _____

PASS FAIL

TOTAL POINTS +/- _ .

ENCLOSURE (12)

CAMOUFLAGE UTILITY UNIFORM INSPECTION CHECKLIST (FEMALE)

Each discrepancy is worth 2 points. Subtract the total discrepancies from a possible score of 100 points to compute the Marine's overall score.

BRASS

- Not Shined/Tarnished
- Scratched
- Unserviceable/Unauthorized

BELT

- Length
- Dirty
- Unserviceable/Unauthorized
- Military Alignment

BUTTONS

- Broken/Chipped
- Missing
- Unbutton pockets

COVERS

- Improperly worn/Fit
- Improper press
- Dirty
- Unserviceable
- Decal placement/Missing

CAMOUFLAGE BLOUSE

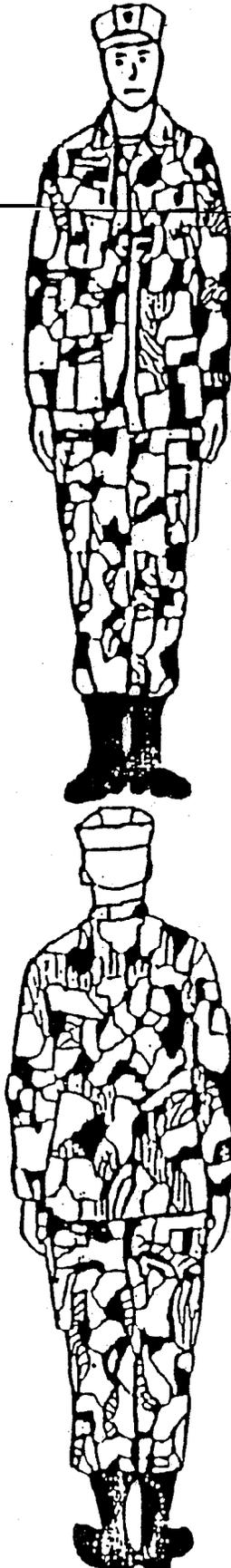
- Improper press
- Dirty
- Improper fit
- Unserviceable
- Decal placement/Missing
- Chevron placement/Unserv

CAMOUFLAGE TROUSERS

- Improper press
- Dirty
- Improper fit
- Unserviceable

SKIVIE SHIRT/ SERVICE SWEATER

- Dirty/ Unserviceable



BOOTS

- Not shined/Dirty
- Heel & Soles worn
- Unserv/Gouges/Cracked

BREAST INSIGNIA

- Improper Spacing
- Dirty/Tarnished
- Unserviceable

HYGIENE

- Haircut/Hairstyle
- Makeup
- Dirty fingernails
- Irish pennants

OUT OF UNIFORM

MARKING IMPROPER

COMMENTS

RANK/NAME _____

Unit _____

DATE _____

INSPECTED BY: _____

PASS FAIL

TOTAL POINTS +/- _____

ENCLOSURE (13)

DRILL CARD/SWORD MANUAL EVALUATION SHEET

NAME _____ DATE _____

UNIT _____ EVALUATOR _____

CODE:

- A - IMPROPER COMMAND (2 POINTS)
- B - COMMANDS ON WRONG FOOT (2 POINTS) CONTROL (5 PTS) _____
- c - IMPROPER SEQUENCE OF MOVEMENTS BEARING (3 PTS) _____
 COMMANDS (2 POINTS) COMMAND VOICE (2 PTS) _____
- D - IMPROPER MOVEMENT/POSITION/S WORD OF UNIT LEADER (2 POINTS)
- E - CORRECTIONS (3 POINTS)

NOTE: 1. ANY MISSED MOVEMENTS (- HALF THE VALUE OF THAT MOVEMENT)
 2. ONE POINT WILL BE DEDUCTED FOR EACH MISTAKE UP TO THE TOTAL AMOUNT ALLOWED FOR EACH COLUMN.

CARD #1

COMMANDS	A	B	C	D	E	SCORE	COMMENTS
Draw Sword (2)							
Form Plt at Normal Int (8)							
Align Plt from the Left (8)							
Form for Inspection (8)							
Parade Rest (8)							
Flanking Mvts (rt/left) (10)							
Close/Extend(Marching) (10)							
Left Oblique/Mark Time (10)							
Change Step (10)							
Pass In Review w/sword (10)							
Fall Out/Return Sword (6)							

TOTAL _____

NAME _____ DATE _____

UNIT _____ EVALUATOR _____

CODE: _____

- A • IMPROPER COMMAND (2 POINTS)
- B • COMMANDS ON WRONG FOOT (2 POINTS) CONTROL (5 PTS) _____
- c • IMPROPER SEQUENCE OF MOVEMENTS. BEARING (3 PTS) _____
 COMMANDS (2 POINTS) COMMAND VOICE (2 PTS) _____
- D • IMPROPER MOVEMENT/POSITION/SWORD OF UNIT LEADER (2 POINTS)
- E • CORRECTIONS (3 POINTS)

NOTE: 1. ANY MISSED **MOVEMENTS** (- HALF THE VALUE OF THAT MOVEMENT)
 2. ONE **POINT WILL** BE DEDUCTED **FOR** EACH **MISTAKE** up TO THE TOTAL AMOUNT **ALLOWED** FOR **EACH** COLUMN.

CARD #2

COMMANDS	A	B	C	D	E	SCORE	COMMENTS
Draw Sword (2)							
Form Plt at Close Int (8)							
Take Int/Assemble (Left) (8)							
Facing Movements (8)							
Parade Rest (8)							
Flanking Mvts (rt/left) (10)							
Column Left (10)							
Rt Oblique/Half Step (10)							
Close/extend in Column (10)							
Pass In Review w/sword (10)							
Fall Out/Return Sword (6)							

TOTAL _____

NAME _____ DATE _____

UNIT _____ EVALUATOR _____

CODE: _____

- A - IMPROPER COMMAND (2 POINTS)
- B - COMMANDS ON WRONG FOOT (2 POINTS) CONTROL (5 PTS) _____
- c - **IMPROPER** SEQUENCE OF MOVEMENTS BEARING (3 PTS) _____
 CO-S (2 POINTS) COMMAND VOICE (2 PTS)
- D - IMPROPER MOVEMENT/POSITION/SWORD OF **UNIT LEADER** (2 POINTS)
- E - CORRECTIONS (3 POINTS)

NOTE: 1. ANY **MISSED** MOVEMENTS (- HALF THE **VALUE** OF THAT MOVEMENT)
 2. ONE POINT WILL BE DEDUCTED FOR EACH MISTAKE UP TO **THE** TOTAL AMOUNT ALLOWED FOR EACH COLUMN.

CARD #3

COMMANDS	A	B	C	D	E	SCORE	COMMENTS
Draw Sword (2)							
Form Plt Normal Int (8)							
Side Step (10)							
Back Step (8)							
Parade Rest (8)							
Hand Salute (8)							
Column Right (10)							
Flanking Mvts (rt/left) (10)							
Left Oblique/Plt Halt (10)							
Pass In Review w/sword (10)							
Fall Out/Return Sword (6)							

TOTAL _____

29 DEC 1999

NAME _____ DATE _____

UNIT _____ EVALUATOR _____

CODE:

- A - IMPROPER COMMAND (2 POINTS)
- B - COMMANDS ON WRONG FOOT (2 POINTS) CONTROL (5 PTS) _____
- c - IMPROPER SEQUENCE OF MOVEMENTS BEARING (3 PTS) _____
 COMMANDS (2 POINTS) COMMAND VOICE (2 _PTS)
- D - IMPROPER MOVEMENT/POSITION/SWORD
 OF UNIT LEADER (2 POINTS)
- E - CORRECTIONS (3 POINTS)

NOTE: 1. ANY MISSED MOVEMENTS (- HALF THE VALUE OF THAT MOVEMENT)
 2. ONE POINT **WILL BE** DEDUCTED FOR EACH MISTAKE UP TO THE
 TOTAL AMOUNT ALLOWED FOR EACH COLUMN.

CARD #4

COMMANDS	A	B	C	D	E	SCORE	COMMENTS
Draw Sword (2)							
Form Pit Normal Int (8)							
Close/extend on Line (8)							
Parade Rest (8)							
Align Plt from Right (8)							
Rt Oblique/In Place Halt (8)							
Half Step (10)							
Mark Time (10)							
March to rear x 2 (10)							
Pass In Review w/sword (10)							
Fall Out/Return Sword (6)							

TOTAL _____

ENCLOSURE (14)