



UNITED STATES MARINE CORPS
HEADQUARTERS AND SUPPORT BATTALION
MARINE CORPS BASE
BOX 555031
CAMP PENDLETON, CALIFORNIA 92055-5031

IN REPLY REFER TO:

1070
CO
23 Aug 13

BATTALION POLICY LETTER 4-13b

From: Commanding Officer
To: Distribution List

Subj: GUIDANCE IN SUBMITTING EXCELLENT/OUTSTANDING PROFICIENCY AND CONDUCT MARKS

Ref: (a) MCO P1070.12K W Ch 1

1. In accordance with paragraph 4005.6 and 4005.7 of the reference, Marines assigned Proficiency and Conduct (PRO/CON) marks of 4.8 or above should meet the qualities set forth in the reference. Leaders **shall** screen the Marines training records for accuracy ensuring all annual training has been met prior to recommending PRO/CON marks.

2. Company First Sergeants are entrusted to ensure that all PRO/CON marks submitted to the Company Commanders are not inflated. Marks of 4.8 or above submitted to the Battalion Commander--via the Company Commanders--should meet the following criteria:

a. Should have been recommended by their section Officer in Charge before a Company Level Board, i.e. Marine of the Quarter, Non-Commissioned Officer of the Quarter, or any Meritorious board.

b. Must have completed all Military Occupational Specialty (MOS) road map required Marine Corps Institute (MCIs) and MOS road map required reading.

c. Must have read the 4 Commandant's Choice Books as noted in the WHITE LETTER #4-12: A Message to Garcia, Leading Marines, The Warrior Ethos, and Warfight to include completed book reports in their mentorship jacket.

d. Must have completed or made significant documented progress toward a Green Belt in the Marine Corps Martial Arts Program (MCMAP).

e. Must have all annual training completed to include water survival training and gas chamber, a PFT and CFT Score of 285+, expert on their T/O weapon, and must have received no derogatory comments and/or paper work within the marking period.

f. Marines that volunteer during their personal time and have attended a minimum of two off duty education classes should be taken into consideration.

3. Direct any requests for a change to this authorization to the Commanding Officer, Headquarters and Support Battalion, Marine Corps Base, Camp Pendleton California via your respective Company Commanders.

SEMPER FIDELIS,

A handwritten signature in black ink, appearing to read "Michael E. Cordero".

MICHAEL E. CORDERO
COLONEL USMC

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