5. If the effective date for TR marks coincides with the requirement to report SA marks, TR marks will take precedence.

6. Conduct Markings

   a. In addition to observance of the letter of law and regulations, conduct includes conformance to accepted usage and custom, and positive contributions to unit and Corps. General bearing, attitude, interest, reliability, courtesy, cooperation, obedience, adaptability, influence on others, moral fitness, physical fitness as effected by clean and temperate habits, and participation in unit activities not related directly to unit mission, are all factors of conduct and should be considered in evaluating the Marine. The mark assigned, after consideration of these qualities and, if necessary, consultation with the officer or senior noncommissioned officer who supervises the Marine's performance of duty, should represent a fair objective evaluation of the Marine's conduct for the marking period. Assignment to the weight control program is another factor which should be considered when assigning conduct marks.

   b. In addition to the standards listed in the table below, the following general guidance applies to the assignment of conduct marks to Marines upon successful completion of recruit training:

     (1) Generally, a recruit will receive a conduct mark in the 4.0-4.4 range. As an example, an average recruit would receive a conduct mark of 4.2. A recruit receiving nonjudicial punishment (NJP) will normally be assigned a conduct mark below 4.0.
(2) Recruits who receive a meritorious promotion, or are of meritorious promotion caliber for their efforts in recruit training, will receive a conduct mark in the 4.5-4.8 range.

(3) A recruit who is selected as a platoon or series honor graduate will receive a conduct mark in the 4.9-5.0 range.

c. Use the following general guidance and standards in assigning conduct marks; however, full discretion is left to commanders in assigning marks outside these standards for good and sufficient reasons. Base assignment of marks subsequent to the assignment of reduction marks for a punitive reduction upon the Marine's conduct in the current grade. **Do not consider the NJP that awarded the reduction during this marking period.** Document the assignment of a conduct mark below 4.0 for any reason other than court-martial or NJP (where no reduction was awarded) by a page 11 entry.
**MARK** | **CORRESPONDING ADJECTIVE RATING** | **STANDARDS OF CONDUCT**
--- | --- | ---
0.0 to 1.9 | Unacceptable | Habitual offender. Conviction by general, special, or more than one summary court-martial. Give a mark of "0" upon declaration of desertion. Ordered to confinement pursuant to sentence of court-martial. Two or more punitive reductions in grade.
2.0 to 2.9 | Unsatisfactory | No special court-martial. Not more than one summary court-martial. Not more than two nonjudicial punishments. Punitive reduction in grade.
3.0 to 3.9 | Below Average | No court-martial. Not more than one nonjudicial punishment. No favorable impression of the qualities listed in paragraph 4007.6a. Failure to make satisfactory progress while assigned to the weight control or military appearance program. Conduct such as not to impair appreciably one's usefulness or the efficiency of the command, but conduct not sufficient to merit an honorable discharge.
4.0 to 4.4 | Average | No offenses. No unfavorable impressions as to attitude, interests, cooperation, obedience, after-effects of intemperance, courtesy and consideration, and observance of regulations.
4.5 to 4.8 | Excellent | No offense. Positive favorable impressions of the qualities listed in paragraph 4007.6a. Demonstrates reliability, good influence, sobriety, obedience, and industry.
4.9 to 5.0 | Outstanding | No offenses. Exhibits to an outstanding degree the qualities listed in paragraph 4007.6a. Observes spirit as well as letter of orders and regulations. Demonstrates positive effect on others by example and persuasion.
7. Duty proficiency Marks

a. In assigning duty proficiency marks, use a scale of zero to five. The mark should indicate how well a Marine performed the primary duty during the marking period. In addition to technical skills and specialized knowledge, relating to duty proficiency marks, the "whole Marine concept" must be considered. Such attributes as mission accomplishment, leadership, intellect and wisdom, individual character, physical fitness, personal appearance, and completion of professional military education, Marine Corps Institute courses, and off duty education should also be evaluated and incorporated into the duty proficiency mark. Due allowance should be made when a Marine is filling a billet inconsistent with the Marine's grade. The commander should consult with the officer or senior noncommissioned officer who supervises the Marine's performance of duty prior to assigning duty proficiency marks.

b. In addition to the standards listed in the table below, the following guidance applies to assignment of duty proficiency marks to Marines upon successful completion of recruit training based on a level of performance achieved in the areas of marksmanship, water survival, close order drill, physical fitness, academic tests, and inspections.

(1) The majority of duty proficiency marks will be in the 4.0-4.4 range. As an example, an average recruit would receive a duty proficiency mark of 4.2.

(2) Recruits who receive a meritorious promotion, or are of meritorious promotion caliber for efforts in recruit training, will receive a duty proficiency mark in the 4.5-4.8 range.

(3) A recruit who is selected as a platoon or series honor graduate will receive a duty proficiency mark in the 4.9-5.0 range.

c. Use the following guidance and standards in assigning duty proficiency marks; however, full discretion is left to commanders in assigning marks outside these standards for good and sufficient reasons. Document a duty proficiency mark below 3.0 by a brief page 11 entry.
<table>
<thead>
<tr>
<th>MARK</th>
<th>CORRESPONDING ADJECTIVE RATING</th>
<th>STANDARDS OF PROFICIENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0 to 1.9</td>
<td>Unacceptable</td>
<td>Does unacceptable work in most duties, generally undependable; needs considerable assistance and close supervision on even the simplest assignment.</td>
</tr>
<tr>
<td>2.0 to 2.9</td>
<td>Unsatisfactory</td>
<td>Does acceptable work in some of the duties but cannot be depended upon. Needs assistance and close supervision on all but the simplest assignments.</td>
</tr>
<tr>
<td>3.0 to 3.9</td>
<td>Below Average</td>
<td>Handles routine matters acceptably but needs close supervision when performing duties not of a routine nature.</td>
</tr>
<tr>
<td>4.0 to 4.4</td>
<td>Average</td>
<td>Can be depended upon to discharge regular duties thoroughly and competently but usually needs assistance in dealing with problems not of a routine nature.</td>
</tr>
<tr>
<td>4.5 to 4.8</td>
<td>Excellent</td>
<td>Does excellent work in all regular duties, but needs assistance in dealing with extremely difficult or unusual assignments.</td>
</tr>
<tr>
<td>4.9 to 5.0</td>
<td>Outstanding</td>
<td>Does superior work in all duties. Even extremely difficult or unusual assignments can be given with full confidence that they will be handled in a thoroughly competent manner.</td>
</tr>
</tbody>
</table>