
UNITED STATES MARINE CORPS
THE BASIC SCHOOL
MARINE CORPS TRAINING COMMAND
CAMP BARRETT, VIRGINIA 22134-5019

IRAM
B3K4070
STUDENT HANDOUT

IRAM

Introduction

As you further develop your understanding of the authority you possess as a leader of Marines, you must keep in mind that your authority must be tempered by the knowledge of the responsibility inherent in leadership. One of the areas of leadership where this will be evident on a regular basis is the responsibility to ensure that you know and understand how to navigate through MCO P1070.12K, the Individual Records Administration Manual.

Terminal Learning Objectives:

TBS-LDR-1003. Without the aid of references, describe the factors affecting career development, without omitting key components.

Enabling Learning Objectives:

Given MCO P1070.12K (IRAM), and an exam, reference the IRAM, to identify information without error. (TBS-LDR-1003k)

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PAGE 11

Page 11s are a way of formally documenting material, both adverse and routine in nature. Most of the time, you will associate Page 11s with adverse material, but this isn't always the case. For instance, someone could receive a Page 11 for annotating that they understand the Marine Corps' policy on motorcycles – which is not adverse. Below are some of the most likely Page 11s you'll see in the Fleet. Refer to Chapter 4 of the IRAM for correct format and verbiage.

Entries

- Page 11 is the administrative remarks page located in a Service Record Book / Official Military Personnel File.
- Page 11 entries may or may not be adverse.
- Entries should be reduced to the **briefest** possible form.
- Entries should always be professional; free from *italics*, **bold text**, exclamation points, name calling, etc.

Mandatory

Mandatory adverse Page 11 entries include:

- Not recommended for promotion entries
- Promotion restriction entries
- Confirmed incidences of illegal drug abuse
- Alcohol abuse
- **Sample entries are located in Paragraph 4006 of the IRAM.**

Other

- Marines who are retained or receive a suspended discharge via an Administrative Separation case.
- Marines who completed or were dropped from drug/alcohol rehab.
- Marines who attended anger management classes.

6105 Counseling Statements

Paragraph 6105 in the Separations Manual (MCO P1900.16F/6105) requires leaders to make reasonable efforts to identify and address Marines' deficiencies help them overcome the deficiencies before proceedings are initiated to separate the Marine from the Marine Corps. A "6105" counseling statement is a first step in this counseling and rehabilitation process. 6105s are formatted similar to Page 11s, but serve a different function.

Elements

- Written notification concerning deficiency or impairment.
- Specific recommendations for corrective action and sources of further assistance.
- Comprehensive explanation of the consequences if they fail to successfully take the recommended corrective action.
- Reasonable opportunity for the Marine to undertake the recommended corrective action.
- ***If any of these elements are missing from the 6105, the system hasn't been followed and the administrative requirement for separation has not yet been satisfied!***

Things to document

- Commander's discretion.
 - Diagnosis of a personality disorder.
 - Suicide attempt or gesture.
 - Misconduct (late to work, alcohol-related misconduct, etc.).
 - Unsatisfactory performance of duties.
 - After a Non-Judicial Punishment proceeding in which the Marine was found guilty.
 - Upon assignment to weight control
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Sample 6105

 [Date] **Counseled this date concerning the following misconduct, specifically, violation of article 86 of the UCMJ in that I was 25 minutes late to work.** Recommendations for corrective action are: arrive at my appointed place of duty on time; comply with all military rules and regulations; do not violate the UCMJ or federal state/local statutes, **and to seek assistance, which is available through the chain of command.** Failure to take corrective action and any further violations of the UCMJ may result in judicial or adverse administrative action, including but not limited to administrative separation. **I was advised that within 5 working days after acknowledging this entry I may submit a written rebuttal which will be filed on the document side of the service record. I choose (to) (not to) make such a statement.**

Proficiency and Conduct marks

Guidelines for proficiency and conduct marks ("Pro Cons") can be found in Chapter 4, Paragraph 4005 in the IRAM. They are issued to Marines in the grades of Private – Corporal and are directly correlated to a Marine's performance and conduct as a Marine.

- Importance**
- Feedback on job performance
 - Composite score computation
 - Promotion
 - Billet consideration

Table of Occasions

Occasion	Regular	Reserve
Transfer	TR	TR
Promotion to Corporal or Sergeant	PR	PR
Reduction	RD	RD
Discharge	DC	DC
TO TAD (excess of 30 days)	TD	--
TAD Complete	TC	--
Change of Primary Duty	CD	CD
Service School Completion	SC	SC
Semiannual	SA	--
Annual	--	AN
Recommended	RE	RE

Proficiency Occasions

- Technical skill
- Specialized knowledge
- Mission accomplishment
- Leadership
- Intellect and wisdom
- Individual character
- Physical fitness
- Personal appearance
- Marine Corps Institute (MCI) courses
- Professional military education (PME)

MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF PROFICIENCY
0.0 to 1.9	Unacceptable	Does unacceptable work in most duties, generally undependable; needs considerable assistance and close supervision on even the simplest assignment.
2.0 to 2.9	Unsatisfactory	Does acceptable work in some of the duties but cannot be depended upon. Needs assistance and close supervision on all but the simplest assignments.
3.0 to 3.9	Below Average	Handles routine matters acceptably but needs close supervision when performing duties not of a routine nature.
4.0 to 4.4	Average	Can be depended upon to discharge regular duties thoroughly and competently but usually needs assistance in dealing with problems not of a routine nature.
4.5 to 4.8	Excellent	Does excellent work in all regular duties, but needs assistance in dealing with extremely difficult or unusual assignments.
4.9 to 5.0	Outstanding	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.

Conduct Occasions

- Obedience
- Personal appearance
- Influence on others
- Intellect and wisdom
- Physical fitness
- Technical skills
- General bearing
- Leadership
- Interest
- Reliability
- Individual character
- Cooperation

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.

