



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

MCBO 1414.1C
B 01
28 Jun 12

MARINE CORPS BASE ORDER 1414.1C

From: Commander

To: Distribution List

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

Ref: (a) MCO P1400.32D w/Ch 1

Encl: (1) Meritorious Promotion to Corporal
(2) Meritorious Promotion to Sergeant
(3) Recommendation for Meritorious Promotion Letter
(4) Personal Biography Format for Nominee
(5) Conduct of the MCBQ Meritorious Board
(6) MCBQ Meritorious Promotion Data Sheet
(7) Service "A" Uniform Inspection Checklist (Male)
(8) Service "A" Uniform Inspection Checklist (Female)
(9) Drill Card/Sword Manual Evaluation Sheet
(10) TMI speech evaluation sheet

1. Situation. To promulgate policy and procedures governing meritorious promotions of enlisted Marines to the grades of corporal and sergeant per the reference.

2. Cancellation. MCBO 1414.1B.

3. Mission. To meritoriously promote the most deserving lance corporals and corporals to the next rank, by utilizing paragraph 4103 of the reference.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commander Marine Corps Base Quantico (MCBQ) holds the promotion authority to meritoriously promote assigned Marines to the ranks of corporal and sergeant.

(2) Concept of Operations

(a) Procedures to be followed for meritorious promotion to corporal are contained in enclosure (1). Additionally, enclosures (3) and (4) will be completed and submitted on nominations for meritorious promotion to corporal.

(b) Procedures to be followed in submitting nominations for meritorious promotion to sergeant and the composition of the MCBQ screening board are contained in enclosure (2). Additionally, enclosures (3) and (4) will be completed and submitted on nominations for meritorious promotion to sergeant.

(c) Enclosure (5) outlines the conduct of the MCBQ screening board.

(d) Enclosure (6) will be prepared by Assistant Chief of Staff G-1 (B 01), and will be utilized for the MCBQ board competition. Enclosures (7) through (10) will be utilized for the conduct of the uniform inspections, drill/sword manual evaluation, and Technical Military Instruction Speech Evaluation.

b. Coordinating Instruction

(1) 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.

(2) Only those Marines who demonstrate superior performance of duty and conduct will be considered for meritorious promotion. Marines appearing before a MCBQ Board will:

(a) Have an in-grade Pro/Con average of 4.3/4.3 for lance corporals, and have an in-grade Pro/Con average of 4.5/4.5 for corporals.

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

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

(d) Not have been convicted of a non-judicial punishment during the 6 months prior to the convening of the board in which participating or court-martial during their current enlistment/reenlistment contract.

(e) Have three months of observation time upon arrival to this command prior to the convening of the board in which participating.

(f) Have completed either the Command Sponsorship Corporal's Course or the Corporal's Course Distance Education Program online at <https://www.marinenet.usmc.mil/> prior to the convening of the board in which participating for corporals.

(3) A Marine who fails any event of the meritorious promotion board will automatically be disqualified, and will be considered ineligible for meritorious promotion.

(4) 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.

5. Administration and Logistics

a. MCBQ Sergeant Major

(1) Act as the Senior Board Member for all MCBQ meritorious sergeant promotion boards.

(2) Coordinate events for the meritorious sergeant promotion boards.

(3) 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 (E8 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 (5).

6. Command and Signal

a. Command. This Order is applicable to all Marines assigned to MCBQ.

b. Signal. This Order is effective the date signed.

/s/
R. L. ANDERSON
Chief of Staff

DISTRIBUTION: A

MERITORIOUS PROMOTION TO CORPORAL

1. A Marine Corps Base, Quantico (MCBQ) Screening Board will not be conducted.
2. Commanding Officer's will recommend to the Commander, MCBQ, 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. Assistant Chief of Staff (AC/S) G-1 (B 01) will calculate 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 Basic Training Record, Education Record, and Record of Emergency Data will be submitted quarterly to Commander, MCBQ (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 current Non-Resident PME required in grade.

ENCLOSURE (1)

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7. Promotion warrants will be prepared by AC/S G-1 (B 01) and distributed after signature by the Commander, MCBQ.

ENCLOSURE (1)

MERITORIOUS PROMOTION TO SERGEANT

1. Based on the onboard strength of corporals, this promotion will be calculated along with the total allocations for the quarter in which effected.

2. Corporals recommended for meritorious promotion to sergeant are required to have completed the current non-resident PME required in grade, and the corporal must have completed either the Command Sponsored Corporal's Course or the Corporal's Course Distance Education Program online at <https://www.marinenet.usmc.mil/> prior to the convening of the board on which participating.

3. 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. Allocations to appear before the board will be calculated and promulgated to the local organizations by Assistant Chief of Staff (AC/S) G-1 (B 01).

b. The meritorious promotion board will meet on the fourth Wednesday and Thursday of October, January, April, and July. Nominations will be submitted to arrive at Commander, MCBQ (Attn: G-1) not later than 5 working days prior to the date the board convenes. Nomination packages will include the following:

(1) Basic Training Record from Marine Corps Force System (MCTFS).

(2) Record of Emergency Data from MCTFS.

(3) Awards screens from MCTFS, both awards screen and S143.

(4) Education Record from MCTFS.

(5) Page 11s even if they are blank.

(6) Page 12 or UPB and Page 13s if applicable.

(7) A list of any of the books read from the Marine Corps Professional Reading Program List, to be annotated on enclosure (4).

ENCLOSURE (2)

(8) Marine's current medical condition, i.e. full duty, pregnant, light duty, limited duty, etc. Provide a copy of the most current medical chit.

(9) Completed Recommendation for Meritorious Promotion Letter (enclosure (3)) and Personal Biography (enclosure (4)).

(10) A list of all community relations/volunteerism that the Marine has participated in, as well as hours if applicable.

4. The uniform during the Leadership Panel for board members and nominees is the seasonal service C or B uniform.

5. The organization of the MCBQ Board is as follows:

<u>ORGANIZATION</u>	<u>BOARD REQUIREMENTS</u>
MCBQ (Senior Board Member)	Sergeant Major
HqSvcBn	E8-E9
Training and Education Cmd	E8-E9
SctyBn	E8-E9

6. Board members should notify AC/S G-1 (B 01) or Sergeant Major MCBQ not later than 5 working days before the board convenes on their availability as board members.

7. A quorum of three is required to convene the board. The MCBQ Sergeant Major is a non-voting member. The MCBQ Sergeant Major will break a tie, if the occasion arises.

8. The senior member of the board will establish standards for the conduct of the board and will provide the board's recommendations to the Commander, MCBQ for final approval. AC/S G-1 (B 01) will administratively process the board results and prepare the promotion warrants.

ENCLOSURE (2)

n. Number of personal awards in service:

NMCCM _____ NMCAM _____ CAR _____ Other _____

Cert of Comm _____ Merit Mast _____ LOA/COA _____ .

o. Number of NJP's career ____ in grade ____.

p. Marine's current duty status (full duty, pregnant, light duty, limited duty, etc):

q. Community relations/volunteerism:

r. Narrative comments:

(Signature)

MERITORIOUS PROMOTION
BIOGRAPHICAL INFORMATION SHEET

1. Name: Last, First, MI; MOS (English description of MOS)
2. Date and place of birth: DD MMM YYYY, City State
3. Parents Names and Residence: Please identify if parents are divorced/separated/deceased, etc..
4. Graduated from: Name, date, and location of high school/college graduated from.
5. Civilian Education: Any college-level courses or degrees. If currently enrolled in off-duty education (not MCI), provide the name of the educational institution and degree being pursued.
6. Military background:
 - a. Date enlisted:
 - b. Attended recruit training at MCRD, _____.
 - c. Formal military schools.
 - d. Attended Corporal's Course or completion of the Corporal's Course Distance Education Program on Marine Net (and when), and state if Honor Graduate, special billet held or any awards received.
 - e. Personal awards.
 - f. List names of prior commands, dates at that command, and billet descriptions.
 - g. Date current tour began and billet description.
7. Marital Status: If married, provide the spouse's full name (and maiden name), his or her state of residence, current address, and date of marriage. Further, provide spousal information such as job, hobbies, volunteer work, etc..
8. Children: Provide the names, ages, and gender of all children.
9. Marine Corps Professional Reading Program List: (Books read in grade and in service)
10. Community Relations/Volunteerism:

ENCLOSURE (4)

CONDUCT OF THE MCBQ MERITORIOUS BOARD

1. Information

a. Eligibility Criteria. Although there is no minimum time in grade standards, corporals must meet the minimum time in service standard of 18 months as outlined in the reference to be eligible. All corporals must have completed the Sergeant Distance Education Program 7000, 8000, or 8010 series nonresident MCI course.

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

(1) Physical Fitness Test (PFT). Nominees will participate in a PFT from 1 January to 30 June. The PFT will be administered and evaluated by HqSvcBn at the HqSvcBn Command Post area, and will be conducted at a place and time to be determined (TBD) on the Wednesday prior to the Leadership Panel.

(2) Combat Fitness Test (CFT). Nominees will participate in a CFT from 1 July to 31 December. The CFT will be administered and evaluated by HqSvcBn at the HqSvcBn Command Post area, and will be conducted at a place and TBD on the Wednesday prior to the Leadership Panel.

(3) Close Order Drill/Sword Evaluation. A close order drill evaluation will be conducted and evaluated by one SNCO from Security Battalion. All nominees will be evaluated in their performance as the unit leader for close order drill. The uniform for this event will be the seasonal 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 a place and time TBD on the Wednesday prior to the Leadership Panel.

(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 (9). Appearance, bearing, and command voice will also be evaluated. The drill cards to be used will be chosen by the senior evaluator grading this portion of the board.

(b) The location for the drill portion will be directly behind Lejuene Hall in the Marine Corps Combat Development Command overflow parking area. The MCBQ Sergeant Major will determine inclement weather evaluation/location.

ENCLOSURE (5)

(c) TECOM, HqSvcBn, and SctyBn will each provide four Marines to form a platoon size unit in support of the close order drill evaluation. Their uniform will be the seasonal utility uniform with M16A4 service rifle, and a parade sling.

(4) Technical Military Instruction (TMI). The location for this event will be the Lejeune Hall Conference Room, Building 3250 and will be conducted at a time TBD on the Wednesday prior to the Leadership Panel. The seasonal utility uniform will be worn. The evaluators for this event are MCBQ Sergeant Major and Command Sergeants Major or their representative from TECOM, HqSvc Bn, and SctyBn (E8 or above).

(a) The TMI will be five minutes, and points may be deducted for less or more than the allotted five minutes. The topic of the TMI can be either MOS related, combat related, or related to a book from the Marine Corps Professional Reading Program List.

(b) The nominee must present the MCBQ Assistant Chief of Staff (AC/S) G-1 Chief a typed Letter of Instruction the Monday before the event. The nominee must use one of three types of media to present the TMI; a flipchart (available upon request), a power point presentation (which also must be submitted to MCBQ AC/S G-1 Chief the Monday before the event) or a skit (the nominee must supply his/her own actors if necessary).

(5) Personnel Inspection. A uniform inspection will be conducted in the service "A" uniform at a place and time TBD on the Wednesday prior to the Leadership Panel.

(a) The evaluator for this inspection (E6 or above) will be provided by Security Battalion.

(b) Enclosures (7) or (8) will be utilized for the conduct of the inspection.

(6) Leadership Panel. The Leadership Panel will begin at 1330 on the second day of the meritorious promotion board. Nominees are required to be present one-half hour prior (1300), and will present themselves for accountability to the AC/S G-1 Chief, in room 221. 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.

ENCLOSURE (5)

b. CFT: 290 - 300 = 4 Pts; 1st Class to 284 = 3 Pts;
2nd Class = 2 Pts; 3rd Class = 1 Pt.

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

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

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MCBQ MERITORIOUS PROMOTION DATA

ENCLOSURE (6)



MERITORIOUS SERGEANT

	Hq Svc Bn	Hq Svc Bn	TECOM	Security Bn	Remarks
NAME					
UNIT/MOS					
BILLET DESCRIPTION					
AFADBD/TIS					
DOR/TIG					
PAGE 1/12					
Pro & Con Avg IS					
Pro & Con Avg IG					
PFT & DATE					
CFT & DATE					
RIFLE SCORE & DATE					
PISTOL SCORE & DATE					
SWIM QUAL & REQUAL DATE					
MCMAP TRNG DATE					
WEIGHT CONTROL					
MCS Completed in Grade					
MCS Completed IS					
REQ MCI COMP					
RESIDENT PMAE					
OFF DU EDUCATION					
COMMUNITY RELATIONS					
READING LIST					
Awards in Service					
Awards in Grade					
BOARD EVENTS					
Uniform Inspection					
Drill					
CFT or PFT					
TMI					
Additional Remarks					Merit Promotion TS = 18 mos Reg Promotion TIS = 24 mos

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SERVICE "A" UNIFORM INSPECTION CHECKLIST

- COVER**
- _____ FIT
 - _____ SOILED
 - _____ WRINKLED
 - _____ SERVICEABLE
 - _____ MARKED

- HYGIENE**
- _____ HAIR
 - _____ SHAVE
 - _____ COSMETICS
 - _____ CLEANLINESS

- AWARDS**
- _____ SERVICEABLE
 - _____ MOUNTING
 - _____ PRECEDENCE
 - _____ PLACEMENT
 - _____ BADGES
 - _____ BREAST INSIGNIA

- SHIRT**
- _____ FIT
 - _____ SOILED
 - _____ WRINKLED
 - _____ SERVICEABLE
 - _____ MARKED

- TIE/TAB**
- _____ FIT
 - _____ SOILED
 - _____ WRINKLED
 - _____ SERVICEABLE
 - _____ TIE CLASP

- COAT**
- _____ FIT
 - _____ SOILED
 - _____ WRINKLED
 - _____ SERVICEABLE
 - _____ MARKED
 - _____ INSIGNIA
 - _____ RANK
 - _____ BELT



- TROUSERS/SKIRT**
- _____ FIT
 - _____ SOILED
 - _____ WRINKLED
 - _____ SERVICEABLE
 - _____ MARKED
 - _____ BELT

- SHOES**
- _____ FIT
 - _____ SOILED
 - _____ SERVICEABLE
 - _____ SOCKS/HOSE

- AWC**
- _____ FIT
 - _____ SOILED
 - _____ WRINKLED
 - _____ SERVICEABLE
 - _____ MARKED

- MISC**
- _____ DOG TAGS
 - _____ ID CARDS

- KNOWLEDGE**
- _____ SAT/UNSAT

_____ RANK/NAME

_____ UNIT/DATE

REMARKS : _____

SERVICE "A" UNIFORM INSPECTION CHECKLIST

COVER

- _____ FIT
- _____ SOILED
- _____ WRINKLED
- _____ SERVICEABLE
- _____ MARKED

HYGIENE

- _____ HAIRCUT/HAIRSTYLE
- _____ MAKEUP
- _____ DIRTY FINGERNAILS
- _____ IRISH PENNANIS

AWARDS

- _____ SERVICEABLE
- _____ MOUNTING
- _____ PRECEDENCE
- _____ PLACEMENT
- _____ BADGES
- _____ BREAST INSIGNIA

SHIRT

- _____ FIT
- _____ SOILED
- _____ WRINKLED
- _____ SERVICEABLE
- _____ MARKED

NECKTAB

- _____ FIT
- _____ SOILED
- _____ WRINKLED
- _____ SERVICEABLE

COAT

- _____ FIT
- _____ SOILED
- _____ WRINKLED
- _____ SERVICEABLE
- _____ MARKED
- _____ INSIGNIA
- _____ RANK
- _____ BELT

TROUSERS/SKIRT

- _____ FIT
- _____ SOILED
- _____ WRINKLED
- _____ SERVICEABLE
- _____ MARKED

SHOES

- _____ FIT
- _____ SOILED
- _____ SERVICEABLE
- _____ SOCKS/HOSE

AWC

- _____ FIT
- _____ SOILED
- _____ WRINKLED
- _____ SERVICEABLE
- _____ MARKED

MISC

- _____ DOG TAGS
- _____ ID CARDS

KNOWLEDGE

- _____ SAT/UNSAT



_____ RANK/NAME

_____ UNIT/DATE

REMARKS : _____

DRILL CARD/SWORD MANUAL EVALUATION SHEET

NAME _____ DATE _____

UNIT _____ EVALUATOR _____

CODE:

- A - IMPROPER COMMAND (2 POINTS)
- B - COMMAND ON WRONG FOOT (2 POINTS)
- C - IMPROPER SEQUENCE OF MOVEMENTS COMMANDS (2 POINTS)
- D - IMPROPER MOVEMENTS/POSITION/SWORD OF UNIT LEADER (2 POINTS)
- E - CORRECTIONS (3 POINTS)

-CONTROL (5 POINTS) _____

-BEARING (3 POINTS) _____

-COMMAND VOICE (2 POINTS) _____

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

CARD #1

COMMANDS	PTS	A	B	C	D	E	SCORE	COMMENTS
Draw Sword	(2)							
From Plt at Normal Int	(8)							
Align Plt from the Left	(8)							
Form for Inspection	(8)							
Parade Rest	(8)							
Flanking Mvts (right/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: _____

ENCLOSURE (9)

RILL CARD/SWORD MANUAL EVALUATION SHEET

NAME _____ DATE _____

UNIT _____ EVALUATOR _____

CODE:

- A - IMPROPER COMMAND (2 POINTS)
- B - COMMAND ON WRONG FOOT (2 POINTS)
- C - IMPROPER SEQUENCE OF MOVEMENTS COMMANDS (2 POINTS)
- D - IMPROPER MOVEMENTS/POSITION/SWORD OF UNIT LEADER (2 POINTS)
- E - CORRECTIONS (3 POINTS)

-CONTROL (5 POINTS) _____

-BEARING (3 POINTS) _____

-COMMAND VOICE (2 POINTS) _____

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

CARD #2

COMMANDS	PTS	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 (right/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)							

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TOTAL: _____

ENCLOSURE (9)

DRILL CARD/SWORD MANUAL EVALUATION SHEET

NAME _____ DATE _____

UNIT _____ EVALUATOR _____

CODE:

- A - IMPROPER COMMAND (2 POINTS)
- B - COMMAND ON WRONG FOOT (2 POINTS)
- C - IMPROPER SEQUENCE OF MOVEMENTS COMMANDS (2 POINTS)
- D - IMPROPER MOVEMENTS/POSITION/SWORD OF UNIT LEADER (2 POINTS)
- E - CORRECTIONS (3 POINTS)

-CONTROL (5 POINTS) _____

-BEARING (3 POINTS) _____

-COMMAND VOICE (2 POINTS) _____

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

CARD #3

COMMANDS	PTS	A	B	C	D	E	SCORE	COMMENTS
Draw Sword	(2)							
Form Plt 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 (9)

INDOOR DRILL CARD/ SWORD MANUAL EVALUATION SHEET

NAME _____ DATE _____

UNIT _____ EVALUATOR _____

CODE:

A - IMPROPER COMMAND (5 POINTS)

B - IMPROPER SEQUENCE OF MOVEMENTS (5 POINTS)

C - IMPROPER POSITION OF SWORD (5 POINTS)

-BEARING (5 POINTS) _____

-COMMAND VOICE (5 POINTS) _____

- NOTE: 1. ANY MISSED MOVEMENTS (- HALF THE VALUE OF THAT MOVEMENT)
2. MARINE BEING EVALUATED WILL CALL ALL COMMANDS AND EXECUTE SIMULTANEOUSLY.

INDOOR CARD 1

COMMANDS	PTS	A	B	C	SCORE	COMMENTS
Draw Sword	15					
Present Sword	12					
Order Sword	12					
Parade Rest	12					
Attention	12					
Pass In Review	15					
Return Sword	12					

TOTAL: _____

ENCLOSURE (9)

TMI SPEECH EVALUATION SHEET

TMI SPEECH EVALUATION CHECKLIST

Name: _____ Command: _____ Date: _____

Assigned Points	Maximum Point Value	Content and Relevance to Training and Readiness Standard		
		40-45 Points	35-39 Points	32-35 Points
	45	Objective is clear and directly linked to T&R Standard.	Objective is clear and somewhat linked to T&R standard.	Objective is weak or not linked to T&R standard.
		Audience motivator (WIIFM) interesting and compelling.	Audience motivator (WIIFM) acceptable.	Audience motivator (WIIFM) weak or missing.
		Content strongly supports T&R standard.	Content supports T&R standard.	Content poorly supports T&R standard.
		Supporting evidence is accurate, with relevant and effective examples.	Supporting evidence is accurate but not thorough, with acceptable examples.	Supporting evidence is inaccurate or misleading, with weak (or no) examples.
Speech Organization				
		18-20 Points	15-17 Points	12-14 Points
	20	Plan is clear to audience throughout.	Plan is less clear to audience or is not sustained.	Plan is not clear to audience.
		Effective transitions.	Acceptable transitions.	Poor transitions; rambling occurs.
		Easy to follow flow of ideas.	Minor flaws in flow of ideas.	Flow of ideas difficult to follow.
		Clear summary of presentation before conclusion.	Weaker summary of presentation.	Poor summary before conclusion.
Presentation Style				
		27-30 Points	23-26 Points	20-22 Points
	25	Language is appropriate to audience/occasion.	Language is acceptable for audience/occasion.	Language not appropriate for audience/occasion.
		Consistently uses correct grammar.	Occasional errors in grammar.	Frequent errors in grammar.
		Convincing, memorable presentation of ideas.	Adequate presentation of ideas.	Monotonous, boring presentation of ideas.
		Ease and control in delivery.	Acceptable ease and control in delivery.	Awkward or embarrassed presentation.
		Smooth recovery from mistakes or interruptions.	Acceptable recovery from mistakes or interruptions.	Awkward recovery from mistakes/interruptions.
		Movement, expression, eye contact enhance/bolster verbal message.	Movement, expression, eye contact support verbal message.	Movement, expression, eye contact distract from verbal message.
		Vocal variety intensifies audience interest.	Vocal variety holds audience interest.	Vocal tone distracts from audience interest.
Effective choice/use of visual aids.	Visual aids acceptable.	Visual aids distracting or confusing.		
Appropriate Timing				
		4-5 Points	2-3 Points	0-1 Points
	5	00:04:30 - 00:05:30	00:04:00 - 00:04:29 or 00:05:31 - 00:06:00	Shorter than 00:04:00 or longer than 00:06:00
Questions and Answers				
		4-5 Points	2-3 Points	0-1 Points
	5	Repeated or paraphrased questions to ensure clarity and audience-centeredness.	Did not repeat or paraphrase to ensure clarity or audience-centeredness.	Questions not clarified and answers not clear and/or focused.
		Provided clear, relevant answers that clarified ideas and opinions.	Answers generally addressed questions asked, but did not provide definitive and/or insightful answers where needed.	Audience-centeredness not communicated and/or maintained.
		Provided logical, insightful answers that reinforced speaker credibility.	Speaker credibility generally maintained.	Answers not focused on questions asked, not relevant, or not provided.
		Maintained polished, positive professional tone throughout.	Tone acceptable, but polished professionalism not enhanced and/or sustained.	Tone defensive and does not facilitate a positive, open, informative reception. Professionalism lacking.
Total Score Possible = 100				
Total Score Nominee Achieved =				
Board Member's Comments:				

