***UNSATISFACTORY PERFORMANCE - 6206***

A Marine may be separated when the performance of duties does not contribute to unit readiness and or mission accomplishment or when the member does not maintain required proficiency in grade, as demonstrated by the member’s proficiency and conduct marks, failure to conform to weight standards, or adverse fitness reports. Separation may not be initiated until the Marine has been counseled per 6105 and afforded an opportunity to correct the deficiency.

Checklist

* CO’s letter recommending separation with the following Enclosures:
* 1- Notification of Separation Proceedings
	+ BCNR/NDRB form (MARCORSEPMAN Appendix D)
	+ Acknowledgement of Rights to be Exercised or Waived
* 2 - Copy of Service Record Book (Right and Left side)
	+ - 3 - 3270 printout of BIR, BTR, ROS, AWDS, D119 (under 30 days old)
		- 4 - Sqdn/BnCO’s statement, must include evidence of other administrative

 or disciplinary action that demonstrates SNM failed to improve

 performance. Pro/Cons marks should reflect SNM’s poor performance.

* 5 – (a) If based on unsanitary habits, provide supporting documentation by section counseling, logbook entries, pictures of BEQ room, ect.
* 5 - (b) If based on unsatisfactory performance while assigned to weight control program, all additional documentation included for paragraph 6215 (weight control failure)
* 6 - Character statements with recommendations from the following:
	+ OIC
	+ SNCOIC
	+ CO’s Interview Letter
	+ SgtMaj’s Interview Letter

\*Required by the Wing CG\*

* + - PTSD checklist and memo

Note:

TAMP/TAP and Final Physical must be completed prior to separation. Documentation showing completion of TAMP/TAP and Final Physical is NOT required, but the CO’s recommendation letter should mention the completion of these requirements or provide the schedule and/or expected completion date.