

## DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 066 MARINE CORPS OFFICER AND ENLISTED PROMOTION PROCESS  
Functional Area Manager: MMPR-2  
Point of Contact: MSGT MEGHAN DAMPIER  
(DSN) 278-9718/19/20 (COML) 703-784-9718/19/20  
[MEGHAN.DAMPIER@USMC.MIL](mailto:MEGHAN.DAMPIER@USMC.MIL)  
Date Last Revised: 14 December 2011
- 066 01 OFFICER
- 066 01 001 Are the command's administrative personnel familiar with procedures for delaying an officer's promotion?  
Reference  
MCO P1400.31C, PAR 5004
- 066 01 002 Are the command's administrative personnel familiar with the procedures to frock an officer?  
Reference  
MCO P1400.31C, PAR 6008
- 066 02 ENLISTED
- 066 02 001 Does the command ensure promotion warrants are properly prepared?  
Reference  
MCO P1400.32D W/CH1, PAR 5103, FIG 5-1 - 5-11
- 066 02 002 Is the command promoting Privates First Class with eight months time in grade to Lance Corporal on the correct date?  
Reference  
MCO P1400.32D W/CH1, PAR 2101.2
- 066 02 003 Is the command aware that time in grade and time in service for composite score purposes are computed to the end of the promotion quarter for Corporal and Sergeant promotions?  
Reference  
MCO P1400.32D W/CH1, PAR 2201.1-4 AND 2202
- 066 02 004 Does the command ensure composite score data/information is accurate?  
Reference  
MCO P1400.32D W/CH1, PAR 2603 AND 2604; PRIUM, PAR 70608

- 066 02 005 Does the command ensure that corrective action is taken to correct missing or zeroed out composite scores in a timely manner?  
Reference  
MCO P1400.32D W/CH1, PAR 2603 AND 2604; PRIUM, PAR 70608
- 066 02 006 Upon corrective action, does the command ensure re- computation of composite score [and if applicable, remedial selection] are reported in a timely manner?  
Reference  
MCO P1400.32D W/CH1, PAR 2603 AND 2604; PRIUM, PAR 70608
- 066 02 007 Does the command ensure when a Marine is promoted to Corporal and Sergeant they are assigned promotion conduct and duty proficiency marks via MOL?  
Reference  
MCO P1070.12K W/CH1, TABLE 4-3
- 066 02 008 Does the command ensure the same date of rank previously held in the reduced grade is reported when a Marine is administratively reduced?  
Reference  
MCO P1400.32D W/CH1, PAR 6004; MCO P1070.12K W/CH1, TABLE 4-3; PRIUM, PAR 70507
- 066 02 009 Does the command ensure the effective date of reduction and date of rank are the same for Marines who are punitively reduced?  
Reference  
MCO P1400.32D W/CH1, PAR 7001(3)
- 066 02 010 Is the command assigning reduction conduct and duty proficiency marks, via MOL, when a Marine is punitively reduced?  
Reference  
MCO P1070.12K W/CH1, TABLE 4-3
- 066 03 PROMOTION REPORTING PROCEDURES
- 066 03 001 Is the command aware that TTC 287-002 (REQ RECOMPUTE OF COMP SCORE) can only be ran for the current promotion quarter?  
Reference  
MCO P1400.32D W/CH1, PAR 2603; PRIUM, PAR 70608
- 066 03 002 Are procedures in place to ensure late training data is being entered into MOL and forwarded to the promotion section, and TTC 287 002 (REQ RECOMPUTE COMP SCORE) is being entered in MCTFS?  
Reference  
MCO P1400.32D W/CH1, PAR 2603; PRIUM, PAR 70608

- 066 03 003 Is the command aware that TTC 287-003 (REQ REMEDIAL SELECTION) can only be reported on unit diary for the current month?  
Reference  
MCO P1080.40C, PAR 70608; MCO P1400.32D W/CH1, PAR 2600, 2603
- 066 03 004 Is the command submitting remedial promotion requests to the Enlisted Promotion Section (CMC MMPR-2) when a Marine meets the required cutting score for any month prior to the current month?  
Reference  
PRIUM, PAR 70608; MCO P1400.32D W/CH1, PAR 2600, 2603
- 066 03 005 Is the unit reporting TTC 191 00 (NOT REC PROM) via MOL on or before the 15th of each month for Marines not being recommended for promotion, and is the required service record page 11 entry being typed and signed by the Marine?  
Reference  
PRIUM, PAR 70607; MCO P1400.32D W/CH1, PAR 2500.4; MCO P1070.12K W/CH1, PAR 4006.3F
- 066 03 006 Is the unit reporting the appropriate promotion restriction entries via unit diary, and are the required service record page 11 entries being prepared for all reportable occasions (including occasions when MCTFS automatically places the member in a promotion restriction status, i.e. weight control, NJP, DUI etc.)?  
Reference  
MCO P1400.32D W/CH1, PAR 1204; PRIUM, PAR 70702; MCO P1070.12K W/CH1, PAR 4006.3E
- 066 03 007 Is the unit reporting TTC 193 000 (WILL NOT PROMOTE) on Marines selected whom the Commanding Officer chooses not to promote prior to the automatic promotion process each month?  
Reference  
MCO P1400.32D W/CH1, PAR 2500.5; MCO P1070.12K W/CH1, PAR 4006.3F
- 066 03 008 Is the unit using the Commanding Officer's approval date as the effective date for administrative reductions? The date of rank is the previous date of rank of the rank to which reduced.  
Reference  
MCO P1400.32D W/CH1, CHAP 6; PRIUM, PAR 70507

066 03 009 Is the unit administratively reducing all Corporals who did not complete the Leading Marines MCI (MCI 0037) (or authorized equivalent)? Is the command ensuring all Lance Corporals complete the Leading Marines MCI (MCI 0037)(or authorized equivalent) prior to being recommending for promotion?  
Reference  
MARADMIN 181/09

066 03 010 Does the unit have written internal control procedures in place to ensure all promotion policies are being complied with and enforced correctly?  
Reference  
MCO P1400.32D W/CH1