



From: Division 6 Commander

Policy Memorandum 007-2016

Date: 11 October 2016

Subject: SEMI-ANNUAL UNIT ADMINISTRATIVE STAND-DOWN

Refs: Not Applicable

Background: Over the past eighteen months, higher headquarters (Battalion, Regiment, Division, and National) have identified units who have missing data within unit databases. This lack of required information is preventing Young Marines the opportunity to be promoted, participate in SPACES activities, participate in Division and National special events, etc. As Unit Commanders and as Registered Adults it is our responsibility to ensure the database is kept up to date and that all information is current and in accordance with National requirements.

Criteria /Policy: Commencing immediately, Unit Commanders will include in their schedule semi-annual Unit Administrative Stand-downs. Once the stand-down is scheduled, applicable Battalion and Regimental Commanders will be notified as to date, time, and location. The goal is to:

- Review and audit Young Marine on-line record books and make applicable corrections
- Review and audit for Drug Demand Reduction compliance
- Review and audit community service requirements
- Review and identify Young Marines eligible for promotion, but have database requirements that have not been met
- Review and audit physical fitness test requirements
- Review and audit individual Young Marine award status /pending Young Marine awards
- Review and audit unit monthly financials. Designated unit Registered Adults /Parents will be part of the audit process

Questions concerning the database should be directed up the chain of command. If the next level of the chain of command cannot assist, then the inquiry will be forwarded up the next level of the chain of command until the situation or question is addressed.

This Division Policy will be reviewed one year from now and republished as necessary.

Wilson T. Lee

Commander