

UNITED STATES MARINE CORPS

MARTIAL ARTS CENTER OF EXCELLENCE
THE BASIC SCHOOL
24191 GILBERT ROAD
QUANTICO, VIRGINIA 22134

ADVANCEMENT PACKAGE CHECKLIST

Rank/Name _____ Date _____ Degree 2nd/3rd/4th

1. Prerequisites

- ☐ Rank of Sgt or above
- ☐ Meets required time in current belt (12,24,24)
- ☐ Currently certified

2. Endorsement Letter

- ☐ Used MACE template
- ☐ Signed by SNM's CO

3. Advancement Essay

- ☐ Used MACE template
- ☐ Meets minimum length
- ☐ Format, spelling and grammar
- ☐ Content is grade appropriate
- ☐ References properly cited (if applicable)

4. Battle Study / Unit Training Plan / Martial Culture Study

- ☐ Used MACE template
- ☐ Meets minimum length
- ☐ Format, spelling and grammar
- ☐ Content is grade appropriate
- ☐ References properly cited (if applicable)

5. NAVMC 11432's Course Record

- ☐ Instructed 2 MAI Courses (1 as Lead Instructor)

6. Volunteer Hours Documentation

- ☐ Completed the required volunteer hours (100,110,120)
- ☐ All hours completed as current belt

7. Belt Test / Training

- ☐ Pass advancement belt test
- ☐ Training 2nd(Sust:30 Train:15) 3rd(Sust:40 Train:13) 4th(Sust:50 Train:15.15)