

REGISTERED ADULT MANUAL

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CHAPTER 1 AUTHORIZATION AND HISTORY

1. Name. The official name of the organization is **THE YOUNG MARINES OF THE MARINE CORPS LEAGUE, INCORPORATED**. Here in after referred to as the **YOUNG MARINES**.
2. Authorization. The Young Marines were originally chartered by, and remain an affiliate of the Marine Corps League and is operated as a youth educational, not-for-profit organization under Internal Revenue Service Code 501(c)(3), with contributions to the Young Marines being tax deductible by the donor.
3. Location. The principle offices of the Young Marines is located at the Young Marines National Headquarters in Building 72, Suite 106 in the Anacostia Naval Annex in Southwest Washington, DC.
 - a. The primary mailing address is:

Young Marines National Headquarters
P.O. Box 70735
Southwest Station
Washington, DC 20024-0735
 - b. The physical address for package deliveries is:

Young Marines National Headquarters
2770 Enterprise Way, Suite 106
Anacostia Annex
Washington, DC 20373-5810
 - c. The toll free phone number for Young Marines National Headquarters is 800-717-0060. The fax number is 202-889-0502.
4. Fiscal Year. The Young Marine fiscal year will be 01 October – 30 September.
5. Vision. To earn and preserve a reputation as a leader in youth development and drug demand reduction.
6. Mission. The mission of the Young Marines is to positively impact America's future by providing quality youth development programs for boys and girls that nurtures and develops its members into responsible citizens who enjoy and promote a healthy, drug-free lifestyle.
7. Guiding Principles.
 - a. The health, welfare and safety of the Young Marines are paramount.
 - b. We value our volunteers and will provide them with the tools they need to succeed.
 - c. We will never forget that this program is for our youth. We will uphold the Marine Corps' core values of Honor, Courage and Commitment as well as, the Young Marine's core values of Discipline, Leadership and Teamwork.
 - d. We pledge to the parents to serve as positive role models to their children.
 - e. We get by giving.
8. Objectives. The objectives of the Young Marines is to:
 - Promote the physical, moral, and mental development of its members
 - Advocate a healthy, drug-free lifestyle through continual drug prevention education
 - Instill in its members the ideals of honesty, fairness, courage, respect, loyalty, dependability, attention to duty, love of God, and fidelity to our country and its institutions
 - Stimulate an interest in and respect for academic achievement and the history and traditions of the United States of America

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- Promote physical fitness through the conduct of physical activities, including participation in athletic events and close order drill
9. Motto. “Strengthening the lives of America’s Youth.”
10. History. A summary of significant events in the history of the Young Marines is as follows:
- 1959**—First Young Marine Unit (Young Marines of Waterbury) formed in Waterbury, Connecticut by members of the Brass City Detachment of the Marine Corps League.
- 1960**—Young Marines of Waterbury grow to 300 Young Marines and 20 adult instructors.
- 1962**—The Young Marines program grows to over 1500 boys in 10 cities and towns and gains national attention.
- 1965**—Officially chartered on October 17, 1965, by the Marine Corps League and becomes a national youth program. October 17, 1965 is the official Birthday of the Young Marines.
- 1974**—Chartered as a subsidiary organization of the Marine Corps League.
- 1975**—Membership is extended to Females.
- 1977**—Young Marines governing body elected and National By-Laws established.
- 1978**—National By-Laws approved at the Marine Corps League Atlantic City Convention.
- 1980**—Young Marines granted not-for-profit status as a youth educational organization with IRS classification of 501(c) 3.
- 1993**—Young Marines grow to 1,000 Young Marines and 300 adults in 45 units and becomes the focal point for the United States Marine Corps Youth Drug Demand Reduction Program.
- 1995**—Young Marines become international with units forming in Okinawa, Japan.
- 1999**— Young Marines Board of Directors hires Lieutenant Colonel Michael Kessler as the first National Executive Director.
- 2000**—Young Marines program expands to over 200 units in 38 states with over 11,000 Young Marines and nearly 2000 Adults.
- 2001**—Winner of the Department of Defense’s First Annual Fulcrum Shield Award for Excellence in Youth Anti-Drug Programs.
- 2002**—Adopted Chester as the Young Marines Mascot.
- 2003**—Implemented the Young Marines Database System.
- 2004** – 1st Annual R. Lee Ermey Experience
- 2004 – 2005** – Young Marines, National Director and Veterans traveled to Iwo Jima to commemorate the 59th and 60th Anniversary of the historic campaign.
- 2005** – Added more ribbons and awards, Distinguished Order of Merit, Implemented new guidebooks. Held the first Young Marine Symposium composed of the Young Marine of the Year, the 5 division finalists, and the top performers from the Advanced Leadership School.

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2006 – Activated the on-line registration for all SPACES programs as well as added two new summer events, the White Mountain Adventure and the Mountain River Adventure. Unveiled the new Commanders Manual, Adjutants Manual and the Paymasters Manual and Young Marine Activity Guide.

2007 – National Young Marine of the Year sponsored by GLOCK. Began MOE (Measures of Effectiveness). National Headquarters hires Deputy Director and Drug Demand Reduction Resource Officer. Standardized course for Registered Adults to become accredited to teach the Junior and Senior Leadership Schools locally. Young Marines News Network unveiled on the website. Held 1st RATS in Okinawa, Japan.

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CHAPTER 2 RULES AND REGULATIONS

- 1) Definitions.
 - a) Rules—a prescribed guide for conduct or action.
 - b) Regulations—a rule or order having the force of law issued by an executive authority.
- 2) Membership. There are two categories of membership. They are Registered Adults and Young Marines.
 - a) Registered Adults. Adult volunteers registered with the Young Marines National Headquarters and covered by liability insurance provided by the National Headquarters. All adults working directly with Young Marines must be registered and placed on the “active” roster in the database **prior to** working with Young Marines or Young Marine recruits. All adult volunteers including former Young Marines wishing to register are required to submit a completed Adult Volunteer Application package. (For specific information on the Adult Volunteer Application and how to apply see the Starter Kit Package, the Adjutant Manual or the National website www.youngmarines.com.)
 - i) Qualifications for Adult Membership – Current adult members, or applicants for adult membership, must meet the following qualifications:
 - (1) Must be at least 18 years of age and possess a high school diploma or equivalent.
 - (2) Meet the necessary moral and physical standards and qualifications for promoting those activities among Young Marines as outlined in Article II of the National By-Laws.
 - (3) Agree to abide by the By Laws, Rules and Regulations that govern the Young Marines.
 - (4) Pay all fees and dues as prescribed by the Young Marines Board of Directors and locally observed by-laws.
 - (5) Must agree to annual background checks and never have been convicted of a felony.
 - (6) Must submit all documentation in accordance with the Registered Adult Manual.
 - ii) Categories of Registered Adults: There are three categories of Registered Adults:
 - (1) Elected: Registered adults elected to the positions of Unit (Battalion or Regiment) Commander and Executive Officer only.

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- (a) The candidate for Unit, Battalion or Regimental Commander must be a registered adult and a former or retired Marine with an honorable discharge or an active or reserve Marine in good standing, or a registered adult in possession of a waiver from the National Executive Director.
 - (b) If there are no veterans available to assume command of a new or existing unit, battalion, or regiment the National Executive Director may waive this requirement for the individual who assumes command until the end of the current term. At that time the individual is eligible to run for an elected position as the waiver is valid until such a time as the National Executive Director revokes it. Elections must still proceed as per the rules and regulations contained herein.
- (2) Unit Staff (Appointed): Registered adults appointed by the Unit Commander to the position of Adjutant, Paymaster, Training Officer, Female Staff Advisor, or other unit staff positions.
 - (3) Support Staff: All other registered adults not otherwise holding a position as elected member or unit staff.
- iii) Non-Registered Adults
 - (1) Adults who are not registered with the Young Marines hold no rights of membership.
 - (2) Subject matter experts may be utilized for training (ex. Drug demand officers, Marines, educators, etc) however, they must be supervised at all times by a registered adult member.
 - (1) Parent Support Groups may be utilized for fundraising and event support however, they must not be in a position where there is unsupervised interaction with Young Marines. Supervision must be provided by a registered adult member. (See Chapter 8 of the Registered Adult Manual for more information on Parent Support Groups.)
- ii) Rights of Membership for Registered Adults (R/As)
 - (1) R/As may correspond with or request an audience with the National Executive Director via the appropriate chain of command.
 - (2) R/As may communicate directly with their board representative at any time.
 - (3) R/As have the right to see all financial records
 - (4) R/As have the right to communicate with the program Inspector General to voice concerns over staff behavior, child endangerment, or inappropriate handling of finances.
 - (5) R/As have the right to expect that their profiles will remain confidential.

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- (6) No R/A will be discriminated against on the basis of race, creed, color, national origin, gender or disabilities.
- b) Youth Membership. Young Marines registered with the Young Marines National Headquarters are covered by accident insurance provided by the National Headquarters.
- i) Qualifications for Youth Membership - Current Youth members, or applicants for youth membership, must meet the following qualifications:
- (1) Youth membership is open to all youth between the ages of 8 to 18 or completion of high school (whichever is later, not to exceed 20 years of age).
 - (a) If you turn 18 but have not graduated high school you are eligible to remain in the program until the date of graduation. At that time you are discharged from the Young Marines.
 - (b) If you have graduated high school but have not turned 18 you are eligible to remain in the program until your 18th birthday. At that time you are discharged from the Young Marines.
 - (2) The youth must have written consent from a parent or legal guardian. Submit parental/guardian consent forms as required for all minors.
 - (3) A copy of a birth certificate is required for all youth. A social security number, INS Identification Card or Tax Identification Number is required for **all** youth.
 - (4) Young Marines must have physicals updated annually.
 - (5) Young Marines must be actively enrolled in public, private or certified home school and in good standing (ex. Not expelled). Failure to maintain enrollment in one of the above is grounds for dismissal from the program.
 - (6) Must have never been convicted of a felony or misdemeanor involving weapons or child abuse.
 - (7) Subscribe to the objectives and purposes of the Young Marines
 - (8) Pay all fee and dues as may be prescribed by the Young Marines Board of Directors.
- ii) Rights of Membership for Young Marines (YMs)
- (1) YMs may correspond with or request an audience with the National Executive Director via the appropriate chain of command.
 - (2) YMs may communicate directly with their board representative at any time.
 - (3) YMs have the right to review their records upon request.

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- (4) YMs have the right to communicate to the program Inspector General to voice concerns over staff behavior, child endangerment, or inappropriate handling of finances.
 - (5) YMs have the right to expect that their personal file will remain confidential.
 - (6) No YM will be discriminated against on the basis of race, creed, color, national origin, gender, or disabilities.
 - (7) YMs have the right to participate in outside activities (ex. sports, band, etc.) All related absences will be excused with a written note providing details of the activity or event given to the Unit Commander.
- c) Transfer of membership The transfer of membership from one unit to another is permissible upon written notification to the former Unit Commander. Registration, insurance payments, dues and fees are transferable. The transfer is performed through the database and takes place immediately. Young Marines do not repeat recruit training once they have graduated.
- i) If the transfer is made after the re-registration period and the Young Marine was not re-registered with the original unit then the Young Marine will be re-registered by the new unit and the registration fee applies.
 - ii) Surrendering the YMRB. The YMRB is the property of the Young Marine and his/her parent, not the unit. In the event, the Young Marine moves or transfers to another Young Marine unit, the Unit Commander will surrender the YMRB, in its entirety, to the Young Marine's parent or legal guardian within 60 days of written request to the former Unit Commander. A copy of the YMRB with the most up to date database record book information must be kept for a two-year period.
 - iii) Registered Adult Transfers - Registered Adults who wish to transfer to another unit are required to complete a Transfer Request Form. The current Unit Commander signs the form indicating that the adult is not beholding to the unit in any way. The gaining Unit Commander signs the form recommending or not recommending the adults request to transfer to their unit. If the gaining Unit Commander is not recommending the transfer, a statement must be attached with an explanation of the reason for not recommending the adult to transfer to their unit.
- 3) Unit Government, Elections and Voting.
- a) The Young Marine unit is led by the Unit Commander and assisted by the executive officer and the unit staff.
 - b) The term of office for Unit Commander and executive officer is two years effective 1 August. When a new unit is formed an election must be held by 31 July of that year. If a unit starts in November then an election will be held by 31 July of the next year. Subsequent elections will be held in even numbered years.

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- c) An election for the office of Unit Commander and executive officer must be conducted every two years by 31 July in conjunction with the annual re-registration period from 1 August to 30 September. Unit Commanders will schedule a date, time and place for all regular elections and will notify all registered adults listed on the units roster of this election in writing no less than 30 days prior to the scheduled regular election. Election notification will include a list of all registered adults eligible to vote. Elections will be held on even numbered years regardless of when you assumed the position of Unit Commander or executive officer. Units not holding elections on even numbered years prior to re-registration will be non-compliant.
- d) All adults registered with the unit are eligible to vote on that unit's elections.
- e) Temporary and Permanent Absences of Elected Members
 - i) Temporary Absence – Extended absence with plans to return prior to end of elected term
 - (1) Unit Commander
 - (a) Executive officer will assume the duties of the Unit Commander until such time as the Unit Commander returns
 - (b) A special election will be held in accordance to the special elections procedure below to determine the acting executive officer.
 - (2) Executive Officer
 - (a) A special election will be held in accordance to the special elections procedure below to determine the acting executive officer.
 - ii) Permanent Absence – Extended absence that exceeds the end date of elected term
 - (1) Unit Commander
 - (a) Executive officer will assume the duties of the Unit Commander for the duration of the elected term
 - (b) A special election will be held in accordance to the special elections procedure below to determine the executive officer.
 - (2) Executive Officer
 - (a) A special election will be held in accordance to the special elections procedure below to determine the executive officer.
- f) Special Elections - A special election is authorized at anytime when two-thirds majority of the voting members within the unit sign and present a petition to the

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Unit Commander requesting a special election. Or, when the Unit Commander schedules a special election before completing the term. Such elections are subject to the procedures described below:

- i) The election date, time and place must be announced, in writing, to all voting members (all registered adults on the unit's roster) **not less than** 30 days before the election date. This notification will include a list of all registered adults eligible to vote.
 - ii) All voting members are eligible to vote and must be physically present to vote. One vote per unit adult registered staff member. Proxy, absentee, or delegated votes shall **not** be honored at unit elections.
 - g) The Unit Commander and executive officer are elected by simple-majority vote of all registered adults present during the election process. The voting process may be by secret ballot or show of hands. The balloting process must be determined and agreed upon **before** the election date by the Unit Commander, appointed committee, or higher headquarters.
- 4) Higher Headquarters (Battalion, Regiment, Division, and National) Elections.
- a) Refer to the National By Laws and the Young Marines website (www.youngmarines.com) for additional information and requirements in relation to the Board of Directors and Board of Directors Election Procedures.
 - b) The National Executive Director appoints the Division Commander.
 - c) Unit Commanders elect their respective Battalion, and Regimental Commanders and Executive Officers.
 - d) The term of office for Battalion and Regimental Commanders as well as battalion and regimental executive officers is two years effective 1 September. When a new battalion or regiment is formed an election must be held by 31 August of that year. If a battalion or regiment starts in November then an election will be held by 31 August of the next year. Subsequent elections will be held in even numbered years.
 - e) At the battalion, regimental, and division level, the respective commanders may be called to vote on pending issues affecting their respective program. Battalion and Regimental Commanders will schedule a date, time and place for all regular elections and will notify all unit commanders of this election in writing no less than 30 days prior to the scheduled regular election. Election notification will include a list of all registered adults eligible to vote.
 - f) In all cases, the principle of "ONE PERSON, ONE VOTE" applies regardless of how many offices that person may hold.
 - g) Unit Commanders may designate a delegate, in writing, to vote on their behalf **in their absence**. The delegate must be a registered adult from the same unit as

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the Unit Commander and present the written authorization to the presiding officer prior to voting. The written authorization is limited to the specific meeting and cannot be indefinitely delegated.

h) Absentee Ballot Procedures – If a Unit Commander is unable to attend a scheduled battalion or regimental election and is unable to send a proxy, a Unit Commander may email their vote to the presiding officer prior to the election date. The email must be sent from the email address listed in the database for verification purposes. The email must state your name, your unit name and the name of the person you are voting for.

i) National elections are to be held in accordance with the National By-Laws.

5) Meetings. The Unit Commander will:

a) Set a time and place for the regular unit meeting and schedule it in advance on the unit's training schedule.

b) Schedule as many extra activities (additional to the regular meetings) as practical. Some examples of these extra activities are encampments, field trips, community service activities, fundraisers, community and patriotic celebrations, and sporting events.

c) Make every effort to encourage qualified Young Marines to participate in the National Summer Program of Adventures, Challenges, Encampments, and Schools (SPACES).

d) Convene a meeting of the unit staff, support staff, or both, or general parents meeting when warranted.

e) Convene a unit promotion board as required for the purpose of promotions. Members of the promotion board at a minimum will consist of the executive officer, and at least 1 other registered adult. The ideal board will consist of the unit executive officer, 1 other registered adult, and 3 Young Marines senior in rank to those standing the board. (When there are not enough senior YMs, that slot will be filled by a RA). The promotion board will not be comprised of any relatives of Young Marines seeking promotion. The promotion board reviews:

i) The performance, merits, and conduct of each Young Marine to determine the best qualified for promotion.

ii) All recommendations for promotions will be forwarded to the Unit Commander for approval or action.

iii) See Chapter 2 in the Training Officer's manual (TOM) for the complete Promotion Policy.

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- f) Attend all meetings called by battalion, regiment, or division. If the Unit Commander cannot attend, a delegate shall be appointed in writing with the authority to act on behalf of the absent Unit Commander.
- 6) Registered Adult Code of Conduct (RACC).
- a) Use of Physical Force, Verbal Abuse, and Defamatory Remarks. Physical force, verbal abuse and hazing are prohibited. Defamatory remarks are prohibited and will never be used in the presence of Young Marines and Young Marine recruits. (see ALCOM 2005-03)
- i) Physical Force. Physical force is the physical touching, holding, or striking of another with any object for the purpose of restraining and/or inflicting pain. Physical force shall never be used to instruct, correct, or discipline Young Marines or Young Marine recruits. However, a minimum of physical force may be used under these three conditions:
- (1) To break-up a physical altercation,
 - (2) To protect others, and
 - (3) To protect yourself.
- ii) Verbal Abuse. Verbal abuse is a direct or indirect expression by word of mouth, written communication, body language, or physical gesture from one person to another with the expressed purpose to threaten, demean, denigrate, belittle, or harass. The use of profanity is considered a form of verbal abuse and shall never be used in the presence of Young Marines or Young Marine recruits.
- iii) Defamatory Remarks. Defamatory remarks are generally offensive and intended to purposely disparage targeted individuals and groups of a racial, gender, religious, social, political, and ethnic nature.
- iv) Hazing. Hazing is defined as any conduct whereby a member, regardless of position or rank, causes another member, regardless of position or rank, to suffer or be exposed to an activity that is cruel, abusive, humiliating, or oppressive. IPT (Incentive Physical Fitness) is considered hazing and is prohibited in the Young Marines program.
- Examples: There are many forms of hazing. As a responsible adult you should be watchful as anything that may be considered hazing as defined above.
- (1) Pet names (ex. – Killer, Einstein, Froto, Maggot) are considered hazing and will not be tolerated.
 - (2) Verbally berating a YM YMR or Registered Adult is considered hazing and will not be tolerated.
- b) Use of Illicit Drugs, Alcoholic Beverages, and Tobacco Products.

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- i) The use of illicit drugs by any member of the Young Marines program will not be tolerated.
 - ii) Alcoholic beverages may not be consumed by anyone while engaged in Young Marine activities. Anyone under the influence of any illicit drug and/or alcohol is prohibited from attending or participating in Young Marine functions, events, or activities.
 - iii) Tobacco products of any kind may not be used in the presence of Young Marines.
 - iv) Young Marines shall not use illicit drugs, consume alcoholic beverages, or use tobacco products.
- c) Annual RACC reviews.
- i) Unit Commanders will ensure that all unit registered adults are provided a copy of the RACC and that each registered adult reviews the RACC during the annual re-registration process.
 - ii) All Levels (unit, Battalion, Regiment, Division, National)
 - iii) Rules and regulations in this manual must be adhered to for all events.
- 7) Relief and Grievances. (see Grievance Procedures found in Appendix E or on the National Website - www.youngmarines.com)
- 8) Funding, Reporting, Compensation and Audits. The unit shall determine the best methods to raise funds to cover their operating expenses. The Unit Commander shall ensure that all reports are complete, accurate and submitted to the appropriate headquarters on or prior to the respective suspense date. Registered adults are volunteers and may not receive compensations from Young Marine funds for volunteer services. The unit's financial records are subject to audit by any person designated by higher authority (Battalion, Regimental, Division Commander, and the National Executive Director). (See chapter 7 – Funding & Reporting)
- 9) Emblem and Young Marines Seal. Units are authorized to use the Young Marines emblem and seal on:
- a) Official unit stationary for the purpose of official correspondence, and as
 - b) A display during the conduct of authorized Young Marines functions, events, and activities.
- 10) Change of Status (Units, Battalions, Regiments).
- a) The unit must notify the National Headquarters on any change in status of the Unit Commander, the unit mailing address, or the unit business telephone number. The unit may notify the National Headquarters by accessing the

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YMDBS and making the corrections as they pertain. A Change of Command letter (found on the YMDBS under forms and reports) must be sent to National Headquarters within 10 days.

- b) Battalions/Regiments must notify the National Headquarters on any change in status of the battalion/regiment commander, the battalion/regiment mailing address, or the battalion/regiment business telephone number. Forms for this process are located in the Library of the Young Marine Database.
 - c) The battalion/regiment must notify the National Headquarters annually, during the re-registration process, of the units and battalions that constitute the battalion or regiment respectively. Forms for this process are located in the library of the Young Marines Database.
- 11) Dissolution. When a unit or higher headquarters dissolves you must complete the "Official Termination of Unit Form" found in the database under Library/Unit Assistance and submit to NHQ. You must notify the accountant of closure. The accountant will inform you of the documents required for the closure.
- a) Young Marine Unit. Upon the dissolution of a Young Marine unit and after the liquidation of all outstanding obligations, the unit's assets shall transfer to the next higher headquarters with an established Young Marine bank account.
 - b) Next higher headquarters shall place all money in escrow for one (1) year from the date of dissolution to allow time for the unit to reform. Equipment may be stored or given to any other Young Marine unit.
 - c) Upon the dissolution anniversary date plus one day, the money shall be the property of the next higher authority and all remaining equipment distributed equally to the remaining units subordinate to the same.
 - d) Higher Headquarters. Upon dissolution of a higher headquarters, all assets shall transfer to the National Headquarters after the liquidation of all outstanding obligations.
 - e) Procedure
 - i) National Headquarters shall notify the Division Commander to deactivate, shut-down, or close a unit.
 - ii) The Division commander shall:
 - (1) Obtain copies of the last three (3) bank statements of all bank accounts in use by the unit showing balances, transactions, account numbers, and who the Unit Commander and paymaster were from the accountant. These three statements are needed to determine if significant amounts of funds were removed from any of the accounts prior to the unit disbanding. Some units maintain both savings and checking account so all account information will need to be provided.

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- (2) Obtain a copy of the units' last inventory of physical property which is a required item of the re-registration procedures. All units should at least have the initial issue of the unit's colors, national ensign, flag stands and flag harnesses.
- iii) The Division Commander shall provide the Regimental Commander instructions to deactivate the unit in accordance with the RAM and will provide copies of the above information to assist in the shut-down. An inventory report will be forwarded up the chain of command to National Headquarters on the location of the shut-down unit's assets and planned disposition of the same.
- 12) Units that break off from another unit. All of the assets (property and monies) that were raised or purchased during the time of the existing unit belong to the existing unit. Any unit that breaks off from an existing unit will need to follow the same steps as starting a new unit. The new unit will need to raise their own funds and purchase their own equipment.
- 13) Unit name changes. If a unit desires to change their name they will be responsible for the cost of the new flags, the new arches and any old arches in stock at distributor.
- 14) Changes to Rules and Regulations. Any changes, modifications, or alteration of these Rules and Regulation are subject to the approval of the National Executive Director and the Board of Directors.
- a) Rules and Regulations must be consistent with the National By-Laws and Directives.
- b) Rules and Regulations may be repealed, modified, altered or amended or new rules and regulations adopted by the Young Marines Board of Directors and/or the National Executive Director.
- c) Written notice of changes in the Rules and Regulation will be provided to each Unit Commander and/or posted on the National website.
- 15) Procedures for submitting changes. Registered adults may petition National Headquarters for changes to the Rules and Regulations located in the manuals or guide books. Forward the change request to National Headquarters Training Department. The change request is located in the database under Library/Unit Assistance.

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CHAPTER 3 THE YOUNG MARINES ORGANIZATION

- 1) Board of Directors. The Board of Directors governs the Young Marines program. The Board of Directors is responsible for policy-making and oversight of the National Young Marine Program.
 - a) The Board consists of a minimum of five and a maximum of fifteen members—Six division representatives, seven appointed directors, the Marine Corps League Liaison, and the National Executive Director as a full voting member and an ex-officio member of all committees.
 - i) Elected Board members serve a three-year term. Members can serve two consecutive terms with one year off before seeking re-election.
 - ii) The National Executive Director is hired by and serves at the pleasure of the Board as the chief executive officer responsible for the day-to-day operations of the National Young Marines Program.
 - iii) Appointed members of the Board serve at the pleasure of the board. They bring knowledge and experience that benefits the National Young Marines Program.
 - iv) The Marine Corps League Liaison is appointed by the Marine Corps League National Board of Directors with the consent and concurrence of the Young Marines Board of Directors, and at the pleasure of both Boards.
 - b) One-third of the elected positions on the Board are elected each year. Eligibility for elected seats are limited to those Registered Adults who have at least three years of any combination of experience as a Unit Commander, executive officer, adjutant, paymaster, or training officer.
 - c) Refer to the National By Laws and the Young Marines website (www.youngmarines.com) for additional information and requirements in relation to the Board of Directors and Board of Directors Election Procedures.
- 2) National Headquarters. The National Headquarters consists of the National Executive Director, the national staff and the six Division Commanders. The National Executive Director serves as its Chief Executive Officer for the Young Marines Program and directs the daily action of the national headquarters staff and the six Division Commanders. The National Executive Director is responsible to the Young Marines Board of Directors for achieving the mission, purpose and objectives of the Young Marines Program. The National Executive Director is assisted in the day-to-day operation by the:
 - a) The National Executive Staff consisting of the Deputy Director, Executive Assistant, Inspector General of the Young Marines, Director of Training and Education, Assistant Director of Training and Education, Public Relations Specialist, Director of Administration, Administrative Assistant, and Database Specialist. Others may be hired as the need and situation dictate.
 - b) National Support Staff is comprised of volunteers and paid consultants who provide limited and very specialized support. They are as follows:
 - i) Drug Demand Reduction Resource Officer
 - ii) CPA, Auditors, and Accountants
 - iii) Esprit Magazine Editor
 - iv) Information Technology Consultant/Web Master Consultant

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- v) Print & Marketing Consultants
 - vi) Six appointed Division Commanders
- 3) Divisions. The National Young Marines Program is divided into six geographical divisions within the Continental United States and one outside the Continental United States. They are designated in the following manner:
- a) Division 1 (Northeast), Division 2 (Atlantic), Division 3 (Southeast), Division 4 (South), Division 5 (North), and Division 6 (West), Division 7 (Outside the Continental U.S).
 - b) The National Executive Director appoints the Division Commanders and they serve at the pleasure of the National Executive Director.
 - i) Division Commanders are the senior Young Marine Official for the division and they are responsible to the National Executive Director for all matters pertaining to the mission, purpose, and objectives of the Young Marine Program in their respective division.
 - ii) The Division Commander provides the leadership, supervision, guidance, and assistance to subordinate Unit Commanders as requested through the chain of command.
 - iii) All Unit, Battalion, and Regimental Commanders within the division are subordinate to the division.
- 4) Regiment. A Young Marine Regiment is a higher headquarters organization formed by combining two or more battalions under one headquarters. Typically a regiment is composed of all units within a state; however, should a state contain a sufficient number of units and battalions to support multiple regiments, Unit and Battalion Commanders may petition National Headquarters via their Division Commander for the formation of additional regiments. In some instances a state may not have a sufficient number of Young Marine units/battalions or the unit/battalions may be too geographically distant from each other to economically form a regiment. In these cases, battalions in close proximity within the same division but in adjacent states may be organized and joined so as to form regiments. This is done through an election process involving all Unit Commanders in the prospective subordinate battalions under the supervision of the Division Commander and with the approval of the National Executive Director.
- a) All subordinate Unit Commanders approve and agree to abide by the Regimental By-Laws (By-laws are not to conflict with the National by-laws) and elect the Regimental Commander and Regimental Executive Officer. The Regimental Commander appoints the required staff and establishes the regimental headquarters.
 - b) To be recognized as a regiment by National Headquarters the newly elected Regimental Commander must submit the following to National Headquarters within 30 days of the election.
 - i) The complete minutes of the meeting in which the election was held. To include:
 - (1) Who is present and which battalion/unit they represent.
 - (2) Election results
 - (3) Proposed name of regiment
 - (4) Names of battalions/units that will be included in this regiment.
 - ii) Copy of regimental by-laws. These by-laws are not to conflict with the National by-laws.

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- c) Regimental Commanders are responsible to the Division Commander for all matters pertaining to the mission, purpose, and objectives of the Young Marines Program for the regiment.
 - d) Regiments are comprised of a minimum of 2 battalions and a maximum of 5 battalions where practical.
- 5) Battalion. A Young Marine Battalion is a higher headquarters organization formed by combining three or more units under one headquarters. Typically battalions are formed with units located in the same state. In some instances a state may not have a sufficient number of Young Marine units or the units may be too geographically distant from each other to economically form a battalion. In these cases, units in close proximity within the same division but in adjacent states may be organized and joined so as to form battalions. This is done through an election process involving all prospective Unit Commanders under the supervision of the Regimental Commander, where appropriate, and the Division Commander.
- a) By the election's outcome, all subordinate commanders approve and agree to abide by the Battalion By-Laws and elect the Battalion Commander and Battalion Executive Officer. The Battalion Commander appoints the staff and establishes the headquarters.
 - b) To be recognized as a battalion by National Headquarters the newly elected Battalion Commander must submit the following to National Headquarters within 30 days of the election.
 - i) The complete minutes of the meeting in which the election was held. To include:
 - (1) Who is present and which unit they represent.
 - (2) Election results
 - (3) Proposed name of battalion
 - (4) Name of units that will be included in this battalion.
 - ii) Copy of battalion by-laws. These by-laws are not to conflict with the National by-laws.
 - c) Battalion Commanders are responsible to their Regimental Commander, if applicable and their Division Commander for all matters pertaining to the mission, purpose, and objectives of the Young Marines Program for their respective battalion.
 - d) Battalions are comprised of a minimum of 3 units and a maximum of 5 units where practical.
- 6) Unit. The Young Marine Unit is the "Heart and Soul" of the Young Marines Program. It is where Young Marines go so the Young Marine Program can meet its mission, stated purpose, and accomplish its objectives. Everything mentioned above is to support the good work being done at the unit level.
- a) The Unit Commander must be committed to affecting the future by meeting the special needs of America's most precious resource--our Youth.
 - b) Unit Commanders and registered adults agree to abide by the Unit By-Laws (By-laws are not to conflict with the National by-laws) and the rules and regulations imposed by higher headquarters.
 - c) Unit Commanders select their unit staff carefully and work closely with their unit executive officer with one purpose in mind and that is to provide their Young Marines the best program possible—limited only by imagination and resources.

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- d) Unit Commanders are encouraged to visit other Unit Commanders and exchange ideas and share resources whenever possible. At every level of command, there is someone with greater experience and the same level of commitment and dedication. They are willing to help—just ask.
- 7) Annual Review of By-Laws (Unit, Battalion, Regiment). An annual review of by-laws should be conducted prior to the annual Adult Leaders Conference. All by-laws must be in compliance with directives, rules, regulations, guidelines, by-laws, etc. in the organization's higher level chain-of-command.

Specific items that need to be a part of by-laws include but are not limited to the following:

- a) Relationship between higher and lower organizational units
- b) Membership fees/dues
- c) What fees and dues cover and what they are to be used for
- d) How organizational money is to be authorized/voted on for expenditure
- e) What constitutes a quorum for meetings
- f) Provisions for meeting notification, i.e. how far in advance and method of notification
- g) Standard meeting agenda
- h) Provision for preparation and distribution of meeting minutes such as how soon after a meeting are the minutes to be distributed to the membership with a listing of members in attendance and those absent
- i) Procedures for amending or modifying the by-laws

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CHAPTER 4 RESPONSIBILITIES AND DUTIES

- 1) Definitions.
 - a) **Responsibility**—the quality or state of requiring a person to take charge of or be trusted with important matters.
 - b) **Duty**—a moral or legal obligation.
 - c) **Non-Compliance – failure to comply with existing rules, regulations, and reporting procedures. If your unit, battalion or regiment is non-compliant your charter is suspended, you are not allowed to meet, adults and Young Marines are not insured and the commander is liable. Your unit, battalion or regiment will be locked out of the database when non-compliant.**

Notification of pending non-compliance can be found on the homepage of the database after logging in. Reason for non-compliance: 1) Invoices are 90 days past due, 2) Monthly Financials are 60 days past due, 3) Change of Command letter is 10 days past due or 4) failure to comply with auditing requests. Your charter may be suspended or revoked by National Headquarters for failure to comply with the rules and regulations set forth in the Young Marines program.

- 2) Eligibility and Responsibilities of Registered Adults – **All members of the staff, from Unit Commander to support staff, have a responsibility to report violations or infractions of the rules. In our continuing effort to protect our Young Marines and our program, it is paramount that the next higher level in the chain of responsibility be made aware of any infractions or violations. This is even more important if the infraction is sufficient so as to receive attention through formal legal channels or the media. The staff must take the time to let higher headquarters know when an issue has the potential to reach that level of attention. During normal business hours you may contact the Inspector General at National Headquarters by calling 800-717-0060 ext. 201. If you need to make a report after normal business hours, contact the Public Relations Department at 866-702-5480. See the Public Relations Officer's Resource Manual (PRORM).**
 - a) Unit Commander
 - i) Responsibility. The Unit Commander is responsible for everything the unit does or fails to do. The Unit Commander is elected by the registered adults within the unit every two years. Upon assuming command, the Unit Commander shall abide by the By-laws and shall follow and enforce all rules and regulations governing the program from higher headquarters. The candidate must be a registered adult and a former or retired Marine with an honorable discharge or an active or reserve Marine in good standing.
 - ii) Duties. The Unit Commander shall perform the necessary duties that provide positive leadership and prudent management of the unit. The Unit Commander shall plan, organize, administer, and support the unit to meet the mission, purpose and objectives of the Young Marine Program.
 - iii) If there are no veterans available to assume command of a new or existing unit, battalion or regiment the National Executive Director may waive this requirement for the individual who assumes command until the end of the current term. At that time the individual is eligible to run for an elected position as the waiver is valid

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until such a time as the National Executive Director revokes it. Elections must still proceed as per the rules and regulations contained herein.

- iv) Reporting. The Unit Commander shall ensure that all reports are complete, accurate and submitted to the appropriate Headquarters on or prior to the respective suspense date. Consistently late, incomplete, and inaccurate reports or noncompliance shall result in the suspension of the Unit's Charter by the National Executive Director. (See Unit Commander/ Executive Officer Manual)
- v) Safety. Safety is always paramount and the first concern of all Unit Commanders. All Young Marines activities and events must be safe for all Young Marines, registered adults, and volunteers. There is no excuse for conducting activities or events under unsafe conditions. **Anyone present has a moral obligation to cease any young marine activity if it is deemed unsafe.** Unit Commanders shall never take any risk that potentially may jeopardize the safety of a young marine, adult staff or volunteer. Unit Commanders must always err on the side of safety. Registered adults are highly encouraged to become CPR and Basic First Aid certified.

- b) Executive Officer (XO). The executive officer is second-in-command and assists the Unit Commander in the performance of their duties. The XO is responsible for coordinating the activities of the appointed staff. The candidate must be a registered adult and is elected by registered adults in the unit. In the Unit Commander's absence, the XO assumes the duties of the Unit Commander. (For specific duties see the Unit Commander/ Executive Officer's Manual)

- c) Adjutant (ADJ). The adjutant is responsible to the Unit Commander for all matters pertaining to the administration of the unit. The ADJ is appointed by and serves at the pleasure of the Unit Commander. The candidate must be a registered adult before the appointment. (For specific duties see the Adjutant Manual)

- d) Paymaster (PM). The paymaster is responsible to the Unit Commander for all matters pertaining to the finances of the unit. The PM is appointed by and serves at the pleasure of the Unit Commander. The candidate must be a registered adult before the appointment and not related to the Unit Commander or any other individual that has signatory capability on unit financial or monetary accounts. (For specific duties see the Paymaster Manual)

- e) Female Staff Advisor (FSA). The female staff advisor is required on any unit staff when the unit has female young marine members. This may be combined with another position held by a female registered adult. The female staff advisor is responsible to the Unit Commander for all matters pertaining to the interests and unique needs and requirements of female Young Marines. The FSA is appointed by and serves at the pleasure of the Unit Commander. The candidate must be a registered adult before the appointment.

- f) Training Officer (TO). The training officer is responsible to the Unit Commander for all matters pertaining to the planning, coordination, and execution of all matters pertaining to training in the Young Marine unit. The training officer will ensure that a copy of the Training Officers Manual (TOM) and Awards Manual are available at all meetings and encampments, this can be in electronic or printed form. The training officer will also ensure that the official unit copy of the TOM and the Awards Manual is updated on a regular basis and will keep the Unit Commander, executive officer, and unit staff advised of any and all changes to the TOM and Awards Manual. The

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training officer is appointed by and serves at the pleasure of the Unit Commander. The candidate must be a registered adult before the appointment. (For specific duties see the Training Officer's Manual)

g) Support Staff Members.

i) Responsibilities. Support staff are registered adults who are not serving as elected or unit staff members. They support the Unit Commander and unit staff in carrying out their duties. At the request of the Unit Commander, they may provide supplemental support to the unit or, from time-to-time, be appointed to serve in special staff positions by the Unit Commander where they serve at the pleasure of the Unit Commander.

ii) Duties.

(1) Serves as a manpower reserve to the Unit Commander for unit functions, events, and activities.

(2) Serves as a source for designated support staff positions.

(3) Advises, coordinates, and supports the Unit Commander and unit staff on matters pertaining to functions, events, and activities.

(4) Participates in the bi-annual election of the Unit Commander and executive officer.

iii) All Registered Adults shall have an equal voice and entitled to one vote in unit elections.

3) Proper Training and National Programs - As registered adults we have a responsibility and a duty to ensure that the experiences a young person has as a Young Marine are rewarding, beneficial, and enjoyable. We can do this by ensuring we have the proper training and by providing unique experiences through the National Summer Programs.

i) Proper Training

(1) Knowing and understanding all manuals and documents pertinent to your position (RAM, TOM, Unit Commander/ Executive Officer Manual, Adjutant Manual, Paymaster Manual, Guidebooks, Board of Director's Policies)

(2) Keep informed – Check the National website regularly for updates and new information www.youngmarines.com

(3) Attend training seminars annually – ALL registered adults are eligible to attend

(a) Registered Adult Training Seminar or RATS – Training that is set up in each division once or twice a year to bring new techniques, training, and information to the masses. In addition to national headquarters staff bringing you this new training, it also gives units in the same area a chance to network together. Your Division Commander is also on-board and is given time to work with you as well. It is important that even if the Unit Commander is unable to attend that at least one other person from the unit attends the training and brings the information back to the unit.

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We provide specialized training to various billets within your unit such as the adjutant or the training officer. In addition to the specialized training there is general training for any registered adult staff.

- (b) Adult Leaders Conference or ALC – The annual leaders conference that affords National Headquarters to unveil new items, manuals, and other things that make your job easier and more fun in working with the Young Marines. It is here at the conference that the Young Marine of the Year is selected, as well as, the Unit and Volunteer of the Year. This is a great time to network with units all across the country and to get more information on things they have done that you have read about in the Esprit.
- ii) National Programs -Now that you are trained, let's talk about those unique experiences through the National Programs.
- (1) SPACES – Summer Programs of Adventures, Challenges, Encampments & Schools. Young Marines who meet the criteria can apply to attend such events as Space Academy, The Revolutionary War Adventure, The Mountain River Adventure, the Canadian Cadet Challenge, one of the three National Leadership Schools, or any number of encampments from the battalion level to the national level. There is a fee involved in most of these events, however, it is quite low and national provides the airfare.
 - (2) ACE is the Army Cadet Exchange Program. We coordinate with other countries, such as, Italy, Germany, and South Korea to name a few, and arrange an exchange of our Young Marines and their cadets. In most cases, two Young Marines and an adult chaperone go to a country for two weeks and in turn that country sends two cadets and an adult chaperone to the US for two weeks. While overseas, the Young Marines will learn about that countries cultures and customs, and will take part in some of the cadet training. The cadets that come to the US will be received in Washington, DC for a tour of our nation's capital before flying to Fallon, NV and going through a Top Gun Program designed specifically for this event. Young Marines and adults must have a valid passport prior to submitting an application and their Unit Commander must recommend them. Likewise, we seek Young Marines to act as hosts for those cadets visiting our country. They will take part in everything the cadets do. Again this is free to the attendees.
 - (3) National Director's Special Programs is a group of activities that Young Marines can apply for. They range from the National Youth Leadership Forum to the Military Order of World Wars event. All of these events are free to the attendee but the Unit Commander must recommend them and they must meet other criteria as well.

For a complete list of the activities and events listed above, please visit the Young Marines website at www.youngmarines.com.

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CHAPTER 5 ADMINISTRATION

1. Registration.
 - a. **Adults and youth are not authorized to actively participate in any young marine meeting, activity, or event until they are registered.** Youth may participate once they have been registered through the YMDBS and the invoice with unit check has been sent. Adults must be approved by National Headquarters and their information entered into the YMDBS prior to working with the youth. Registered adults names will appear in the database once approved.
 - b. Adults. Adults are critical components in the Young Marines program. Units should have one registered adult for every ten Young Marines. New and existing units must have a combination of both male and female staff to begin or maintain a unit in good standing. Every effort should be made to register dedicated adult volunteers. Adult Volunteer Applications can be found on the national website www.youngmarines.com in Forms/Reports. (For detailed instructions see the Adjutant Manual)
 - c. Youth. One of our Guiding Principles is that “...**We will never forget that this program is for our youth.**” The steps for completing the youth registration are located in the Adjutant Manual.
2. Registration Fees. The National Headquarters requires registration fees per Young Marine and registered adult volunteer.
 - 1) The fees are paid by unit check with dual signature or money order and paid to the order of YOUNG MARINES NATIONAL HEADQUARTERS.
 - 2) Personal checks for registration fees will not be accepted. However, this is waived for new units in the starter kit phase.
3. Social Security Numbers. Registrants may not register without providing a legitimate social security number, Tax Identification Number (TIN) or INS Identification Card (Green Card). (For “special circumstances” and more information regarding social security numbers see the Adjutant’s Manual)
4. Re-registration. Every young marine unit must re-register once a year. Unit re-registration period is from 1 August to 30 September. **Units may not re-register unless they are in good standing and current with all monthly financial reporting requirements.** Unit re-registration must be completed no later than 30 September. If a unit fails to meet the re-registration deadline, the unit’s charter is automatically suspended without notice. Delinquent units are prohibited from conducting or participating in any activity or event involving Young Marines until the unit is properly re-registered. (For information on how to re-register your unit see Adjutant Manual)
5. Unit Inventory List. The YMDBS will not allow you to re-register until you have updated your unit inventory. All unit assets must be listed on the unit inventory list to include assets listed on your last report, but no longer in the possession of the unit because the item was disposed of, lost or stolen. Provide the applicable information in the table of the report.
 - a. Assets are any durable item of value owned by the unit, such as,
 - 1) Office Equipment—Computers, typewriters, telephones, FAX machines, Copiers, etc.
 - 2) Other Equipment—Refrigerators, generators, microwave ovens, drill rifles, musical instruments, televisions, cameras, etc.
 - 3) Vehicles—Buses, vans, automobiles, boats, trailers, etc.

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- 4) Camping Gear—Tents, sleeping bags, packs, canteens, ropes, etc.
 - b. For information on how to input your unit inventory see the HELP section on the YMDBS.
6. Authorized Users in the YMDBS.
- a. The Unit Commander determines the authorized users. It may include, but is not limited to the Unit Commander, executive officer, and adjutant. New units -The Unit Commander may email yMDBS@aol.com to request the unit user ID and password.
 - b. Getting Started:
 - 1) Step 1. Log on to <https://www.yMDBS.org>. Use the User ID and password to enter the YMBDS. The system is secure cannot be entered without a user ID and password.
 - 2) Step 2. Once in the system, the user may change the user ID and password by clicking on the **User Profile** button.
 - 3) Step 3. Add authorized users by doing the following:
 - (1) Click on the **Unit Management** button under the Main Menu
 - (2) Click on the **Add New User** link in blue above
 - (3) Fill-in the blank fields
 - (4) Click on the **Save** button
7. Young Marine Record Book (YMRB). Proper and accurate record keeping is a fundamental requirement for a Young Marine unit. This can mean the difference between a Young Marine receiving credit for an achievement that may impact a promotion or award or attend one of National's SPACES programs. An YMRB is opened on each Young Marine starting with enrollment into the program. It is Young Marines official hardcopy record for all personal information and their achievements as a Young Marine. (For proper procedures in establishing and maintaining Young Marine Record Books see the Adjutant Manual)
8. Safeguarding the YMRB. The adjutant is responsible for safeguarding record books. It is very important to safeguard the YMRB because Young Marines and their families provide confidential information. When the record book is not in a secure place, it must be in the possession of the adjutant, unless requested by the Unit Commander or executive officer in the performance of their duties. Record books must be on hand at every drill or YM activity.
9. Surrendering the YMRB. The YMRB is the property of the young marine and his/her parent, not the unit. In the event, the young marine moves or transfers to another Young Marine unit, the Unit Commander will surrender the YMRB, in its entirety, to the Young Marine's parent or legal guardian. A copy of the YMRB with the most up to date database record book information must be kept for a two-year period.
10. Maintaining Young Marines Record Books (YMRB) On-Line.
- a. All the YMRB forms can be created, updated, and printed from the Young Marines Database System. Once the Young Marine information is placed in the system, the unit can update individual young marine's personal and performance information in the YMDBS. Units may also print Young Marine identification cards and certificates.
 - b. Detailed instructions on record maintenance are available by accessing the "Help" in the Young Marines Database System.

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CHAPTER 6 FUNDING & REPORTING

1. The Law.

- a. Federal. In 1981, the Young Marine Program was granted exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. It allows donors to deduct from their taxes contributions to the Young Marines Program. To maintain our tax status, the law requires that the Young Marines National Headquarters:
 - 1) File Form 990, Return of Organization Exempt from Income Tax each year, and
 - 2) Make our annual return available for public inspection for three years after the due date of the return.
- b. State and Local. Each state and local tax laws and requirements differ and the unit must ensure that they are in compliance. The Unit is responsible for state and local income tax filings, annual state solicitation filings, and state sales and tax filings.

2. Funding, Compensation and Audits.

- a. Funding. Funding is the life-blood of every unit. Without funds, it is impossible to accomplish the mission, purpose and objectives of the Young Marines Program. There are two levels of funding in the Young Marines Program.
 - 1) The first level is at the National Level. Fundraising at this level is done by the National Headquarters to support National Programs, such as the Summer Program of Adventures, Challenges, Encampments, and Schools (SPACES), the annual Adult Leader's Conference, the Registered Adult Training Seminars (RATS), etc.
 - 2) The second level is at the local level where the unit for the support of the unit does the fundraising.
 - a) At a minimum, the unit commander must:
 - (1) Determine the best methods to raise funds to cover their operating expenses.
 - (2) Ensure that funds are sufficient to cover the costs to register and insure young marine recruits and new registered adults, and to cover the expenses of re-registration from October through September each year.
 - (3) Voting members should approve funding for unit activities. Funds shall be limited to operating expenses, events within the unit and necessary equipment purchases.
 - b) The funds are raised to meet the units expenses and not for investments. Units with investment accounts are required to report such accounts to the National Headquarters for review by the National Headquarters Certified Public Accountant.
 - c) Questions arise over the perception or misperception of how Unit finances are handled. It is generally due unit commanders not providing adequate information to those who ask for it or the result of poor record keeping and the public perception that the unit commander and the unit staff are misappropriating funds. The misperception can be avoided by a competent paymaster who:

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- (1) Is not related to the unit commander,
 - (2) Is not a signatory to the unit banking accounts,
 - (3) Keeps accurate records, and
 - (4) Can be trusted to manage the Unit finances.
- d) To ensure accountability and promote a level of trust and confidence, the unit staff should make financial records available to the parent support group.

ALL INFORMATION INVOLVING FUNDRAISING, BUDGETING, EXPENDITURES, AND UNIT FUNDS ARE A MATTER OF PUBLIC RECORD.

- e) Any funds obtained in the name of the young marine unit remain with that young marine unit regardless of whether or not the adult or young marine who obtained the funds transfer or leave the program.

NEVER USE OR BORROW UNIT FUNDS FOR PERSONAL USE. Under the law, this is called embezzlement and subject to legal action.

- b. Compensation. Registered adults are volunteers and may not receive compensation from young marine funds for volunteer services.
- 1) Reimbursement for travel and other legitimate expenses in connection with young marine activities is authorized.
 - 2) Reimbursement for travel and expenses will not be granted if funded through other sources.
 - 3) All requests for reimbursements must be submitted in writing with itemized charges **and** supporting receipts at the next scheduled staff meeting for approval by the unit commander and disbursement by the paymaster.
 - 4) The paymaster shall retain all disbursement records for three years.
 - 5) No part of the young marine unit's revenue or income shall be used for the personal gain or benefit of any member.
- c. Audits.
- 1) The unit commander must review the units Financial Statement each month prior to submitting the statement to National Headquarters' Accounting Service.
 - 2) The units' financial records are subject to audit by any person designated by higher authority (Battalion, Regimental, Division, and National Executive Director).
3. **Specific information on the paymaster's duties can be found in the paymaster manual.**
4. Monthly Financial Reports Units are required to file monthly financial reports. If the unit is not in compliance for over 30-days, the unit's charter is **automatically suspended without notice.** (For specific information on Monthly Financial reporting see the Paymaster Manual)

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CHAPTER 7 TRAINING

- 1) Purpose. The purpose of young marine training is to accomplish the mission and objectives of the Young Marines Program.
 - a) Mission. The mission of the young marines is to positively impact America's future by providing quality youth development programs for boys and girls that nurtures and develops its members into responsible citizens who enjoy and promote a healthy, drug-free lifestyle.
 - b) Objectives. The objectives of the young marines are to:
 - i) Promote the physical, moral, and mental development of its members.
 - ii) Advocate a healthy, drug-free lifestyle through continual drug prevention education.
 - iii) Instill in its members the ideals of honesty, fairness, courage, respect, loyalty, dependability, attention to duty, love of God, and fidelity to our country and its institutions.
 - iv) Stimulate an interest in and respect for academic achievement and the history and traditions of the United States of America.
 - v) Promote physical fitness through the conduct of physical activities, including participation in athletic events and close order drill.
- 2) General. The training officer is responsible to the unit commander for all matters pertaining to the planning, coordination, and execution of training and instruction of the young marine unit.
- 3) Categories of Young Marines Training. There are three categories of young marines training—National, Unit, and Recruit Training.
 - a) National Training Programs. The National Headquarters sponsors four distinct national training programs--Adventures, Challenges, Encampments, and Schools. These programs are generally offered during the summer training period from the second week in May to the second week in August. From time-to-time, the National Headquarters may offer any of these programs during other times of the year. An example would be a Winter Encampment or Winter Survival Challenge or School.
 - i) Special Programs.
 - (1) Young Marines Symposium. The National Executive Director and regional commanders select Young Marines to attend. The purpose of the symposium is to give selected young marines an opportunity to meet and discuss issues important to young marines and present their findings at the annual Adult Leader's Conference.
 - (2) Young Marines Foreign Exchange Program. This program is for Young Marines ages 14 and older that have distinguished themselves and demonstrated an ability to be an outstanding good-will ambassador for the Young Marines Program. The National Executive Director and regional commanders select the young marines who participate. The purpose is to promote the Young Marines Program abroad and give young marines the opportunity to visit other countries, learn about the culture and customs, and meet youths from other countries and share ideas.

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- b) Unit Training. Unit training is the cornerstone of the Young Marines Program. Success results in young marines remaining active. And it fulfills their desire to succeed through a challenging, varied, and exciting program that imparts ample knowledge and skills required to successfully advance through the ranks.
 - c) Unit Training Meetings. Unit commanders may conduct drills one night each week (Monday through Friday) or on a weekend (Saturday or Sunday).
 - d) Recruit Training. The conduct of unit training is generally left to the discretion of unit commanders, however, recruit training is regulated by the National Headquarters. The recruit training consists of a 26-hours curriculum that must be strictly followed to ensure that all young marines are taught the same basic fundamentals.
 - e) Physical Training (PT). Physical Training is a key component in the Young Marines Program. Young Marines have established a physical fitness and health fitness test using the President's Physical Fitness Challenge. The Presidents Physical Fitness Challenge was established in 1962 and has been revised numerous times. Young Marines are required to perform each test twice a year.
- 4) Trips and Outings. All young marines look forward to unit trips and outings.
- a) To ensure a safe, fun and successful trip or outing, for your young marines, follow the common sense policies and procedures below.
 - i) Two-deep Leadership. Two registered adults are required for all trips and outings. Activities involving both male and female young marines require both male and female registered adults to be present.
 - ii) Transportation. Motor vehicles transporting passengers or carrying equipment must meet state inspection standard. Seat belts are required for all occupants.
 - (1) All drivers must be at least 21 years old, possess a valid driver's license appropriate for the motor vehicle being driven, and have sufficient automobile insurance coverage required by law.
 - (2) Trucks may not be used for transporting passengers except in the cab. **NEVER TRANSPORT PASSENGERS IN THE OPEN BED OF ANY TRUCK.**
 - (3) Driving shall be confined to daylight hours whenever possible and never exceed more than 10 hours of driving per 24-hour period.
 - (4) Prepare and provide a strip map with periodic checkpoints stops as a group for all drivers with a final designated meeting place.
 - (5) If required, plan a daily destination point
 - (6) Attempt to provide two adults per vehicle whenever possible. The minimum requirement is one adult and two or more Young Marines—**never one on one.**
 - b) Unit commanders are encouraged to make these trips and outings a regular part of their monthly routine.
 - c) The Special Events Questionnaire (see Young Marine database, Library, Unit Assistance) will be completed and submitted per the information contained on the form for trips, outings, encampments, and events that are conducted away from the unit's normal, regular meeting environment.

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- 5) General Training Safety. The first Guiding Principle of the Young Marines Program is “The health, welfare and safety of the Young Marines is paramount.” There is no excuse for sacrificing safety and risking the health and/or welfare of any young marine and/or registered adult. (Details on Safety and Risk Management can be found in Chapter 10 – Risk Management. Details on the Standard Operating Procedures for Activity Medical Officers can be found in Appendix D.)

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CHAPTER 8 PARENT SUPPORT GROUP

- 1) General. Unit Commanders are strongly encouraged to keep Young Marine parents active with the unit. One way to do this is to organize a Parent Support Group. It can be a valuable resource to a unit enabling the unit staff to focus on their primary duties.
- 2) Responsibilities. The Unit Commander is responsible for all matters involving the unit's Parent Support Group.
 - a) The Unit Commander is the final authority for all decisions pertaining to the Parent Support Group.
 - b) The Parent Support Group is permitted to function at the discretion of the Unit Commander and may be reevaluated by the new Unit Commander.
 - c) The Unit Commander may appoint a leader among members of the Parent Support Group or they may elect among themselves a governing body approved by the Unit Commander.
 - d) If the group works to the detriment of the unit, the Unit Commander has the authority to dissolve the Parent Support Group at anytime.
- 3) Membership. Membership is open to any adult volunteer who wishes to participate and support unit activities and events. The adult volunteer need not be registered with the National Headquarters, nor have a child in the program. However, only registered adults can work directly with Young Marines. Members of the parent support group, who are not registered through National Headquarters, are not permitted to vote in any election or work directly with Young Marines or Young Marine recruits.
- 4) Tasks. The Parent Support Group:
 - a) Must support the Unit Commander and unit staff,
 - b) Make recommendations or suggestions to the Unit Commander and unit staff on matters of support to the unit,
 - c) Assist the unit staff members as requested by the Unit Commander and,
 - d) Serve the fundraising, transportation, supervision, training, catering, event planning (birthday ball, walk-a-thon, etc.) and other support needs of the unit.
 - i) Non-registered adults performing duties in relation to fundraising, transportation, logistics, catering, event planning or other support areas must utilize a registered adult when the need to work with Young Marines or Young Marine recruits is required.
 - ii) Example – The person in charge of a fundraiser may, upon approval by the Unit Commander, plan and coordinate a fundraising event. They may present the fundraiser to the group, pass out information, order forms, collect order forms and monies and distribute items. In the event the fundraiser requires more direct contact with the Young Marine, such as a spaghetti dinner, the person in charge will let the registered adult know what needs to be done by the Young Marines and the registered adult will then instruct the Young Marines in their duties.
- 5) Rules and Regulations.
 - a) All decisions by the Unit Commander are final.

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- b) Adult volunteers are not covered by the National Headquarters liability and accident insurance unless they are registered with the National Headquarters.
- c) All funds raised on behalf of the unit are the immediate property of the unit and subject to the Young Marines National By-Laws and must be turned over to the unit paymaster as soon as possible.
- d) The Parent Support Group may not open or maintain a separate banking account for any purpose.
- e) The Unit Commander must keep the Parent Support Group informed of how funds raised by the group are used.

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CHAPTER 9 YOUNG MARINES

- 1) General. One of the Guiding Principles of the Young Marines program is that “We will never forget that this program is for our youth.”
- 2) Young Marines Obligation and Creed. The focus of the Young Marines program is character-building and the cornerstone of the program is the Young Marines Obligation, Creed and Core Values. The words, meaning, spirit and intent must continuously be stressed to the Young Marines at every meeting, event, activity, encampment and school.
 - a) Young Marine Obligation:

From this day forward, I sincerely promise, I will set an example for all other youth to follow and I shall never do anything that would bring disgrace or dishonor upon my God, my Country and its flag, my parents, myself or the Young Marines. These I will honor and respect in a manner that will reflect credit upon them and my self. Semper Fidelis.
 - b) Young Marine Creed:
 - i) Obey my parents and all others in charge of me whether young or old.
 - ii) Keep myself neat at all times without other people telling me to.
 - iii) Keep myself clean in mind by attending the church of my faith.
 - iv) Keep my mind alert to learn in school, at home or at play.
 - v) Remember having self-discipline will enable me to control my body and mind in case of an emergency.
- 3) Core Values. Another Guiding Principle of the Young Marines Program is that “We will uphold the Marine Corps’ core values of Honor, Courage and Commitment” as well as, the Young Marine’s core values of Discipline, Leadership and Teamwork. Honor, Courage and Commitment gives Marines their strength, regulates their behavior, and bonds them together into a force, like no other, capable of overcoming obstacles and meeting daily challenges. Likewise, Discipline, Leadership and Teamwork as explained below gives Young Marines those same attributes.
 - a) Discipline. Discipline is the instant willingness and obedience to orders and respect for authority.
 - b) Leadership. (By example) Leadership is an act or instance of leading; guidance; or direction.
 - c) Teamwork. Teamwork is a cooperative effort on the part of a group of persons acting together as a team or in the interests of a common cause.
- 4) Young Marines Rights. A Young Marine in good standing has the right to:
 - a) Attend scheduled unit meetings, events and activities that are purposeful, planned and organized.
 - b) Meet in a safe, drug and tobacco-free environment under the supervision of registered adults.
 - c) Be treated with firmness, fairness, dignity & compassion..
 - d) Have opportunities to succeed and excel.
 - e) Report any inappropriate action by other Young Marines or adults.

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- f) Take any matter of dissatisfaction to their parents or legal guardian who may then discuss the matter with the Unit Commander or address it directly to the next higher headquarters or to the Inspector General of the Young Marines.
 - g) Receive a copy of the Young Marines *Esprit* Magazine in the Fall, Winter, Spring, and Summer.
 - h) Eight (8) hours of uninterrupted sleep except under the conditions of standing fire watch while on any outing or encampment with the Young Marines.
 - i) Have at least 20 minutes to consume each meal.
 - j) Attend sick call.
 - k) Attend scheduled religious services.
 - l) Make and receive emergency phone calls.
 - m) Make head calls.
 - n) Use medication as prescribed by their doctor or permitted by their parent or guardian.
- 5) Young Marines Code of Conduct.
- a) Article I: I am an American youth, proud of my country and our way of life. I am prepared to dedicate myself to educating others and myself in the history, traditions, and institutions thereof. I will do my best to live by the Marine Corps' core values of Honor, Courage and Commitment, as well as, the Young Marine's core values of Discipline, Leadership and Teamwork.
 - b) Article II: I will never let another Young Marine down of my own accord. If in-charge, I will do my best to ensure the safety and well being of those for whom I am responsible. I will immediately report any suspicious activity or behavior to a registered adult.
 - c) Article III: If I am offered drugs, alcohol, or tobacco products, I will politely resist and refuse. I will make every effort to stay clear of situations involving gangs, drugs, alcohol, and tobacco. I will not get involved in the same. I will also aid my friends and schoolmates to stay clear of similar situations.
 - d) Article IV: I will always be loyal to my fellow Young Marines. I will make no statements nor take part in any action that may bring discredit to my God, country, family and Young Marines. If I am the senior Young Marine present, I will take charge. If not, I will obey the lawful orders of those senior to me and support them in every way.
 - e) Article V: When asked about the Young Marines Program, I will answer questions politely, respectfully and to the best of my ability. If I am asked a question that I do not know the answer to, I will refer the person asking the question to a registered adult. I will never give information that I am not certain of nor mislead those who are seeking information about the Young Marines Program.
 - f) Article VI: I will never forget that I am an American Youth and therefore the future of America, privileged with the freedom won and kept by the blood of those who fought to ensure our freedom. I am responsible for my actions, and dedicated to the principles that made my country free.

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- 6) Youth Development. In developing a training and education program for the unit, the general topics listed below are intended as a starting point and not a complete list to assist in planning subject matter for Young Marine development during scheduled meetings.
- a) Basic Community Services
 - b) Citizenship
 - c) Consumer Affairs
 - d) Dependencies
 - e) Employment
 - f) Finances
 - g) Health
 - h) Leadership
 - i) Newspaper
 - j) Physical Fitness
 - k) Safety
- 7) Youth Psychology. The Young Marines program handles children of both genders and a wide range of ages. Each age represents a distinct point in a child's development. The information presented is a general depiction of behavior and development for a notional child from ages 8 to 18. The information is provided for general orientation. Remember each child develops at their own rate and may not fit perfectly in the descriptions provided. All children respond well to sincere encouragement and praise.
- a) Eight -Year Olds (Ready for Anything). It is an exuberant age characterized by over estimation of their abilities. They usually delay somewhat in carrying out a request and may argue and find excuses, but finally obey, if you insist. They like a hint or cue better than full directions. Generally, they have the capacity for self-regulation, following rules, and concentrating. Their sense of right and wrong is emerging but still unstable and their concern with rules and structure is still emerging. Eight-year olds exhibit a slightly diminished interest in the family and adults. They like proving their dependability, but cannot sustain a high level of performance for a very long time. They are generally good kids because they want to be and tend to exaggerate rather than lie. They have an excuse for every shortcoming, but will generally admit a wrong.
 - b) Eight and Nine-year olds (Needs Direction and Reminders). At this age, Young Marines are easy to be around and less argumentative, however, they become sullen or cross when things do not go their way. If no issue is made, they eventually will accept the decision or direction. Nine-year olds are often willing to share responsibility and quick to blame others. Broods a lot about justice, fairness, and rights. Greatly dislikes being interrupted.
 - c) Ten-Year Olds (Golden Age). Nearing the end of childhood, Ten-Year Olds are generally cheerful, enjoy obeying and are satisfied with themselves, parents and the world. They are constantly on the go, care for their own physical needs, completely, and use tools fairly well. They often act before they think and then are embarrassed. Tears come quickly, followed by giggles, and grudges are a thing of the past. They often adapt "what-the-hell" ways of exploring new things. They don't particularly get along with immediate juniors (6- to 9-year olds) or seniors

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(11- to 13-year olds). Ten-year olds tend to have a very self-righteous attitude that despises everything wrong with the world; such as injustice, dishonesty, drugs, cigarettes, etc.

- d) Eleven-Year Olds (Beginning of Adolescence). This age marks new and intense behavior, impulsiveness, moods and curiosity. Eleven-year olds are in perpetual motion. They are generally happy, sociable, silly and charming. Morality and following laws and rules are a major concern. Hypocrisy by parents and adult mentors is closely scrutinized and they learn quickly that they are not perfect. They are searching for role models that they respect and want to emulate. When such a person is found they want to spend more time with them.
 - e) Twelve-Year Olds (Awareness). Twelve-year olds begin to pull together all their skills and an emerging political and social personalities take shape. They generally have enough self-confidence about "world" affairs that they will begin to discuss the affairs with adults. They are able to take some teasing good-naturedly.
 - f) Thirteen- and Fourteen-Year Olds (Early Adolescence). Adolescence is a turbulent time for the adolescent and their families. Even Aristotle and Plato complained about adolescents. Physically, adolescents are entering puberty and all the worries that come with that period of life. Mentally, adolescents are struggling for an identity.
 - g) Fifteen- and Sixteen-Year Olds (Middle Adolescence). Most girls and some boys are beginning puberty. Parent-adolescent conflicts continue. Peer acceptance is paramount leading to experimentation with cigarettes, alcohol and drugs. Relationships with the opposite sex and sexuality are all consuming affairs. Tends to be less moody and more independent-minded often rejecting and challenging criticism.
 - h) Seventeen- and Eighteen-Year Olds (Late Adolescence). Seventeen and Eighteen-year olds are reaching adulthood and becoming fully self-independent. Relationships with the opposite sex become steadier. There is less conflict with parents. Peer group pressure lessens with enhancing friendships based on emotional support for girls and activities for boys. They begin to physically care for others and are capable of assuming greater responsibility for their actions.
- 8) Special Concerns.
- a) Responsibility, Authority, and Accountability. Unit Commanders are encouraged to give as much responsibility to a Young Marine as they can handle. Along with that responsibility the Unit Commander must give the Young Marines the authority to meet their responsibilities.
 - i) Make certain the Young Marines understand what they are responsible for
 - ii) Make sure your intent is clear and understood by the Young Marines
 - iii) Make sure you define any parameters and the Young Marines understand them
 - iv) Hold Young Marines accountable when they fail to meet their responsibility.
 - v) Remember, the Unit Commander can delegate authority, but not responsibility.
 - b) If the Unit Commander fails to properly identify the Young Marine's responsibilities and clearly define what the Young Marine may do or what they may not do, then the Unit Commander cannot hold a Young Marine accountable. Assure Young Marine Leaders that you will support and assist them if they need your help.
 - c) Protecting Young Marines. Adult supervision is very important and an integral part of the Young Marine Program. Young Marines should never be unsupervised during Young Marine meetings, activities, and events. The Inspector General of the Young Marines has files on many serious

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incidents involving Young Marines that occurred because adult leaders were not present. Registered adults should take the following precautions whenever practical.

- i) Ten-to-One Rule. Have one registered adult present for every 10 Young Marines. If there are 10 Young Marines, which consists of both males and females, then 2 registered adults (one male and one female) must be present.
 - ii) Two-Deep Rule. A registered adult should never be alone (one-on-one) with a Young Marine unless they are the Young Marine's parent. If the Young Marine is female, a female registered adult should always be present. If the Young Marine is male, a male registered adult should always be present.
 - iii) The Never Rules.
 - (1) Never leave Young Marines unsupervised.
 - (2) Never forget the "Code of Conduct". It applies to both Young Marines and registered adults.
 - (3) Never use alcohol or tobacco products in the presence of Young Marines.
 - iv) Suspicious, Report It Rule. Registered adults should always report suspicious activities such as unexplained bruises, and changes in personality, and direct reports from victims of abuse and assault to the Unit Commander and local law enforcement authorities. In matters involving domestic abuse, child abuse and neglect, sexual abuse and assault, most jurisdictions mandate that they be reported. Never attempt to handle these matters yourself. Report it and let the professionals handle it.
- d) Isolating Young Marines.
- i) Do not let a Young Marine become identified as the Unit Commander's Pet.
 - ii) Do not overuse or spoil a good Young Marine. Share the wealth and build capability in the unit.
 - iii) Do not ostracize a difficult Young Marine. If behavior continues to be an issue, find out why and base action on your knowledge of the situation and not on emotion.
 - iv) Always involve the Young Marine's parents, custodial parent, or legal guardian when handling misbehavior and disciplinary issues.
 - v) Do not verbally abuse or tease a Young Marine.

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CHAPTER 10 RISK MANAGEMENT

- 1) General. The first guiding principle is that the health, welfare and safety for Young Marines and Registered Adults are paramount in the Young Marines. Our first line of defense is the Adult Volunteer Application process. During this process the unit commander will check the character references of the adult and National Headquarters will perform a background check on each individual.

The unit commander shall:

- a) Review, and be familiar with and enforce the 16 safety points.
 - b) Periodically inspect the unit's meeting site for health and safety hazards.
 - c) Ensure that motor vehicles transporting Young Marines and carrying equipment meet state inspection standards. If applicable, meet minimum insurance requirements for their respective state. One seat belt per passenger is required. Transporting passengers in truck beds is prohibited.
 - d) Make every effort to certify Registered Adults in CPR and basic first aid as described in section 2 of this chapter.
- 2) Required Medical Support. Unit commanders are responsible for arranging adequate medical support that ensures timely emergency medical services for all planned Young Marine activities and events commensurate with the risks and hazards involved in such activities and events.
 - a) Units should attempt to get as many Registered Adults certified in CPR and Basic First Aid using available resources within their community. Where possible, the unit should solicit the assistance of a trained and certified medical professional to become a registered adult. As a minimum, Registered Adult must be able to:
 - i) Identify when CPR is applied.
 - ii) Administer CPR correctly according to the victim assessment.
 - iii) Recognize breathing emergencies like drowning, choking, asthma, hyperventilation, and allergic reactions that may occur during Young Marines activities.
 - iv) Recognize heat related illnesses such as heat cramps, heat exhaustion and heat stroke.
 - v) Stabilize victims of insect bites, animal bites, and poisonous plants until EMS arrives.
 - vi) Stabilize victims of bleeding, joint/muscle injuries, and poisoning until EMS arrives.
 - b) Regardless of qualification, the unit commander must designate two Registered Adults as Activity Medical Officers (AMO) during unit activities and events. They must have basic knowledge in the fundamentals of first aid, CPR qualified, and comply with the procedures established in Appendix D.
 - c) All Young Marines must have a completed Authorization of Medical Treatment (YMMEDFORM 1 & 2) before participating in any Young Marine Activity.
 - d) The unit commander shall have a sick bay established (the Young Marine Unit medical treatment facility) at all Young Marine Activities for the purpose of dispensing medication, providing first aid,

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and treating minor injuries and illness. Two qualified registered adults shall be designated as the Activity Medical Officers responsible for the proper operation of the Sick Bay.

3) 16 Safety Points

- a) The 16 safety points listed below were adopted from the Boy Scouts of America. It embodies good judgment and common sense and should be followed stringently without compromise.
 - i) Qualified Supervision. Registered adults who understand and knowingly accept responsibility for the well-being and safety of Young Marines shall supervise every Young Marines activity. The Registered Adult in-Charge (RAC) must have sufficient knowledge, experience and skill in the activity to confidently lead and teach the necessary skills and to respond effectively in the case of an emergency.
 - ii) Physical Fitness. The RAC shall ensure that all Young Marines participating in any potentially strenuous activity have a complete health history from a health-care professional, parent, or legal guardian on file with the unit prior to participating.
 - iii) Buddy System. It is always best to organize Young Marines into buddy teams consisting, where possible, of one older and one younger Young Marine. At least one person shall be aware at all times of the circumstances involving any outdoor or strenuous activity.
 - iv) Safe Area or Course. A key part of the RAC's responsibility is to know the area or course of activity and determine that it is well suited and free of hazards.
 - v) Equipment Selection and Maintenance. Some activities require specialized equipment. The equipment shall be selected to suit the participants and the activity and include such safety and program features that are required to meet reasonable safety standards established for the activity. The RAC shall inspect all equipment prior to and after the activity to determine its condition and ensure its proper maintenance.
 - vi) Personal Safety Equipment. The RAC shall ensure that every participant have and uses the appropriate personal safety equipment required for the activity. Prior to participating in the activity, the RAC shall ensure its suitability, proper fit and serviceability.
 - vii) Safety Procedures and Policies. Common-sense procedures and standards are established before the activity to reduce risk. All participants must be aware of all safety procedures and policies involving the activity. The RAC must conduct a formal period of instruction for all participants and ensure their understanding prior to starting the activity. **The first safety policy is that anyone may stop the activity if an unsafe condition exists.**
 - viii) Skill Level Limits. Every activity has minimum skill levels. The RAC must identify and recognize the skill level of participants and not put that participant at risk by attempting any activity beyond their abilities.
 - ix) Weather Check. The risks of many outdoors activities vary substantially with weather conditions. Potential weather hazards and the appropriate responses should be understood and anticipated.
 - x) Planning. Safe activities follow a plan that is conscientiously developed by the experienced RAC's or other competent sources. Good planning minimizes risk and builds contingencies for emergencies and changes in plan.
 - xi) Communications. The RAC must effectively communicate with participants. A good communication plan provides for administrative and emergency communication. The communication plan should designate the primary and secondary methods of communication.

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The RAC must have immediate access to all emergency information to include contact telephone numbers for each participant and the public emergency response telephone that serve the area.

- xii) Permits and Notices. The RAC must ensure that all requirements for permits, notices, special requests and agreements are met well in advance of the activity. Appropriate notice shall be directed to parents, enforcement authorities, landowners, and others as needed, before and/or after the activity.
 - xiii) First Aid Resources. The RAC may determine what additional first-aid supplies and equipment are necessary above those required by the unit's standard operating procedures (SOP) for normal unit activities.
 - xiv) Applicable Laws. The Young Marines safety policies parallel or go beyond mandates, but the RAC must confirm and assure compliance with all applicable laws, rules, regulations and/or statutes.
 - xv) CPR Resource. Because Young Marines are involved in many physically strenuous and high-adventure activities, the potential for life-threatening emergencies are great. The Young Marines strongly recommend that, where possible all Registered Adults and eligible Young Marines be trained in cardiopulmonary resuscitation (CPR). A CPR qualified registered adults should be present at all strenuous activities.
 - xvi) Discipline. Young Marines are expected to conduct themselves consistent with the principles conveyed in the Young Marines Obligation, Creed, and Core Values. RAC shall treat all participants in the manner decreed in the Registered Adult Code of Conduct (RACC), By-laws, and Registered Adult Manual.
- 4) Youth Protection.
- a) General. It is very difficult to accept and understand that there are people who sexually molest or abuse children. The facts are undeniable that sexual victimization is a very serious problem. As the Young Marines Program continues to grow, units may have Young Marines who are victims of abuse and/or neglect. Registered Adults responsible for the care and supervision of Young Marines must report suspected abuse to proper authorities.
 - b) Responsibility.
 - i) Because state laws differ, each unit commander is responsible for knowing and understanding the reporting requirements and procedures for their respective state and locality. In general, many states require that any "professional who is responsible for the care and supervision of children must report cases of suspected child abuse to the proper authorities." These laws carry criminal and civil penalties for failure to comply. It is recommended that unit commanders include youth protection training during unit Registered Adult Training taught by representatives from child protective or family services, local boy scouts council, or law enforcement organizations.
 - ii) Suspected sexual abuse must be reported immediately. If the sexual abuse occurred in another state, the sexual abuse must still be reported. The child protective services in your state will arrange for their counterparts in the other state to investigate. Seek advice from the authorities on how best to notifying the parents or legal guardian. The unit commander shall notify the parents or legal guardian in person and in privacy with the utmost sensitivity.
 - iii) Unit commanders must report serious misconduct or criminal conduct by registered adults to appropriate civilian or military authorities (especially any criminal conduct in which the health or safety of the youth may be threatened) and the next higher authorities—Battalion

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Commander, Regimental Commander, Division Commander, **and** the National Executive Director. Violation of the Registered Adults Code of Conduct (RACC) or inappropriate behavior of any kind will not be tolerated.

- c) Four Types of Child Abuse.
- i) Physical Abuse. Any injury to a child under the age 18 by a parent, caretaker, household or family member caused by hitting, kicking, biting, punching, burning, or otherwise causing trauma to the child. It may result in bruises, welts, broken bones, and internal injuries. It is often the result of extreme and inappropriate discipline. The adult may not have intended to harm the child, but the injury was not the result of an accident. This type of abuse accounts for 25 to 27 percent of reported child abuse cases.
 - ii) Neglect. The chronic failure of a parent, caretaker, household or family member to provide a child under 18 with the basic needs of life such as: food, clothing, shelter, medical care, attention to hygiene, educational opportunity, protection, and supervision. However, one must be careful not to confuse poverty (e.g. limited money for clothing) with neglect. Also, cultural standards that differ from those prevailing in a community are not necessarily neglect. Neglect accounts for 46 to 48 percent of reported child abuse cases.
 - iii) Sexual Abuse. Sexual abuse is defined as the exploitation of a child or adolescent under the age of 18 for the sexual gratification of an adult. Sexual abuse also occurs when a minor under 18 years old uses a child as an object of sexual gratification while temporarily taking on the adult role (e.g. a baby sitter). The behavior includes acts of intercourse (anal or vaginal penetration), fondling, exhibitionism, voyeurism, restraining a child with ropes, and the involvement of a child in prostitution or the production of pornography. Sexual Abuse accounts for 15 percent of reported child abuse cases.
 - iv) Emotional Abuse. Acts or omissions by parents or other persons responsible for the child's care such as threats, scapegoat, and belittling, including extreme forms of punishment, such as confinement of a child in a dark closet. Emotional abuse may include rejecting, isolating, terrorizing, and ignoring a child. This type of abuse accounts for 13 to 16 percent of reported child abuse cases.
- d) Child Abuser's Profile. There are three important steps to remember about who commits child abuse.
- i) Child abusers can be anyone—they come from all ethnic, social, religious, and economic backgrounds.
 - ii) Most child abuse is committed by a person the child knows, rather than by a stranger. In fact, figures from experts indicate that the child knows the abuser in 80 to 95 percent of the cases.
 - iii) Never make assumptions about who abused the child because sometimes that abuser is not accurately identified until well into the investigation.
- e) Risk Factors. According to the *Child Protection: A Child Abuse and Neglect Prevention Guidebook for Boys and Girls Clubs* identifies the following risk factors sometimes associated with people who commit child abuse:
- i) **Grew up as a child being abused.** A significant number of abusing parents were themselves abused as children.
 - ii) **Grew up in a household where the child was unwanted and ignored.** Parents are more likely to be abusers if they describe their own parents as uncaring, unloving, and unable to meet needs. This factor is even more closely correlated with growing up to be an abuser

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than if one's own parents were abusers.

- iii) **Substance abusers.** The link between substance abuse and child abuse has strengthened over the years. Alcoholic or drug-abusing caretakers seriously mistreat at least 675,000 children annually.
 - iv) **Low self-esteem.** Their own needs are so overwhelming that they are poorly equipped to meet the needs of their children.
 - v) **Poor social skills.** They are unable to form solid relationships with relatives, neighbors, or friends.
 - vi) **Isolated.** Lacking social and emotional contacts and support, they are unable to ask for or accept help.
 - vii) **Part of a chaotic and stress-filled household.** The abuser may have inadequate coping skills, feel trapped and at the end of his or her rope.
 - viii) **Chronically depressed.** Chronic depression of a parent can be a cause of neglect, although the abuser and the abuser's home can give the impression of laziness and slovenliness.
 - ix) **Ignorant about children's capabilities.** The abuser may have unrealistic expectations for children and be uninformed about appropriate ways to discipline or instruct children.
- f) **Precautions Against Child Abuse.** Incorporate the following precautions as part of the unit's standard operating procedure to protect Young Marines from child abuse and Registered Adults from unfounded accusations of child abuse.
- i) **Avoid isolated situations.** Most child abuse occurs when the child and the abuser are isolated from others. Follow an open door policy mandating that no registered adult shall be alone with a child in a room with closed doors, including toilets. Also prevent situations where two Young Marines are left alone.
 - ii) **Make sure that transportation is adequately supervised.** Limit the time a child may be alone in the bus or van with the driver. Enforce a strict schedule and prohibit the driver from making unauthorized stops with Young Marines in the vehicle.
 - iii) **Be aware of custody arrangements.** Do not release a child to a non-custodial parent. The custodial parent should be notified by the unit commander of any unscheduled visits to the unit meetings and/or activities by the non-custodial parent.
 - iv) **Isolation versus privacy.** Take special care with toileting, showering, and sleeping arrangements to limit isolation, yet provide adequate privacy.
 - v) **Set reasonable limits on physical interaction.** Avoid inappropriate or questionable physical contact. Never let Young Marines sit on your lap. Avoid activities such as back rubs or tickling.
 - vi) **Discipline.** Do not physically punish Young Marines this includes IPT. Do not restrain Young Marines except under the conditions established in the Registered Adults Code of Conduct (RACC).
 - vii) **Situational Awareness.** Be alert to situations where one Young Marine appears to be domineering or trying to corner or isolate another Young Marine. Sexual abuse by youth involves an unequal distribution of power.

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- viii) **Supervision.** Supervise Young Marines at all time.
- g) **How to Respond to a Youth's Disclosure of Abuse.** The Registered Adult's calm supportive response can make the difference as to whether a child continues to suffer in silence or gets help. Follow the following guidelines:
- i) **Control Your Emotions.** Do not panic or overreact to your suspicions or to information disclosed by the child. If you truly are overwhelmed by what the youth is saying, take a deep breath and listen quietly but attentively.
 - ii) **Believe the Child.** Experts say that children rarely lie about their victimization. In fact, the fear of not being believed is the reason that many children give for not having told their stories sooner. Do not criticize the child or claim that the child misunderstood what happened.
 - iii) **Don't Become the Investigator.** Do not ask leading questions or try to fill in facts or details. You are not responsible for coming up with an exhaustive report or providing proof. Too many questions may confuse, scare, or misdirect a child from interviews. Do not attempt to physically examine the child.
 - iv) **Respect the Young Marine's Privacy.** You may need to take the child to a place where you can talk without interruptions, but should be in plain view of other adults. Do not tell other people who do not need to know about the abuse.
 - v) **Show Support and Understanding.** Reassure the Young Marine that he or she has done the right thing by disclosing the abuse. It is important to tell the Young Marine that he or she is safe since the child may have been threatened to keep silent. Emphasize that the Young Marine is not to blame for what happened. Thank the child for telling you and assure him or her that you will try to help. Do not, however, make promises that you cannot keep or guarantee that everything will be fine. Do not tell the Young Marine that you are going to call and make a child abuse report.
 - vi) **Recognize Your Role as Reporter.** Understand that you may not be hearing the complete story. The Young Marine's disclosure may evolve in a piecemeal fashion over time. Do not presume that you know the extent or length of the abuse or even the identity of the abuser. That is the job of child protective service. Write down very careful and detailed notes about your suspicions, your observations, and your interactions with the Young Marine. Report suspected abuse to the proper authorities as required by law.

General state-by-state mandatory reporting requirements - nccanch.acf.hhs.gov/general/legal/statutes/manda.pdf

Alabama	Ala Code §§ 26-14-1 to 26-14-13. Link to Chapter Index, Title 26, Ch. 14. http://www.legislature.state.al.us/CodeofAlabama/1975/76965.htm
Alaska	Alaska Stat. §§ 47.17.010-.290. http://www.touchngo.com/lglcntr/akstats/Statutes/Title47/Chapter17.htm
Arizona	Ariz. Rev Stat Ann §§ 13-3620. http://www.de.state.az.us/dcyf/cps/reporting.asp
Arkansas	Ark Stat Ann §§ 12-12-501, et seq. http://www.arkansas.gov/dhhs/chilnfam/child_protective_services.htm
California	Cal Penal Code §§, 11 164-11174.3. The California Child Abuse and Neglect Reporting Act (CANRA) was amended on Sept. 29, 2000. http://cattacenter.org/
Colorado	Colo Rev Stat §§ 19-3-301 to -316. Link to 19-3-304.

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http://www.cdhs.state.co.us/cyf/Child_Welfare/cw_home.htm

Connecticut	Conn Gen Stat Ann §§ 17a-101 to 107. http://www.state.ct.us/dcf/HOTLINE.htm
Delaware	http://www.state.de.us/kids/pdfs/broch_childabuseneglect.pdf
D.C.	DC Code Ann §§ 2-1351 to -1357 http://counsel.cua.edu/DCLaw/Misc/Reports.htm
Florida	Fla Stat Ann §§ 39.301-39.307 http://www.leg.state.fl.us/Statutes/index.cfm http://www.dcf.state.fl.us/abuse/
Georgia	Code Ga Ann § 19-7-5 http://www2.state.ga.us/departments/dhr/dfcs/cobdfcs/Mandated.htm
Hawaii	Haw Rev Stat §§ 350-1 to 350-5. http://www.youthlaw.org/downloads/HI_MinorConsentConfidentiality.doc
Idaho	Idaho Code §§ 16-1619 , et seq. http://www.healthandwelfare.idaho.gov/
Illinois	Ill. Ann. Stat. ch. 325, para. 5/4 (Smith-Hurd Supp. 1997); ch. 325, para. 5/4.1; and ch. 720, para. 5/11-20.2 (Smith-Hurd 1993) http://www.state.il.us/dcf/child/index.shtml
Indiana	Ind Code Ann §§ 31-33-5 , et seq. Immunity provisions § 31-33-6 . http://www.state.in.us/legislative/ic/code/title31/ar33/ch5.html
Iowa	Iowa Code Ann § 232.69, et seq. http://www.dhs.state.ia.us/dhs2005/dhs_homepage/index.html
Kansas	(KSA 38-1522). http://www.kckps.org/crisis/abuse.html
Kentucky	http://chfs.ky.gov/NR/rdonlyres/FF4ED4C7-574C-4CB1-8F7B-66C1E36A2EA7/0/MandatoryReportingofChildandSpouseAbuse.htm
Louisiana	La. Children's Code art. 603(13), 609 and 610(F) (1995). http://www.dss.state.la.us/departments/ocs/FAQ_-_Child_Protection_Investi.html
Maine	Me Rev Stat Ann Tit 22 §§4011A, et seq http://janus.state.me.us/legis/statutes/22/title22sec4011.html
Maryland	Md Fam Law Code Ann §§ 5-701 to -715. http://www.dhr.state.md.us/cps/mandated.htm
Massachusetts	Mass. Ann Laws ch 119, §§51A, 51B, 51C, 51D, 51E and 51F. http://www.mass.gov/?pageID=eohhs2homepage&L=1&sid=Eeohhs2&L0=Home
Michigan	Mich. Comp. Laws Ann. §§ 722.623(1), (8) (West Supp. 1997); 722.631 (West 1993) http://www.michigan.gov/dhs/0,1607,7-124-5452_7119-21208--,00.html
Minn.	Minn. Stat Ann § 626.556 http://www.revisor.leg.state.mn.us/stats/626/556.html
Miss.	Miss. Code Ann §§ 43-21-351 to 43-21-357. Link to §43-21-353 . http://www.mscode.com/free/statutes/43/021/0353.htm
Missouri	Mo Ann Stat §§ 210.110 to 210.165. www.dss.mo.gov/cd/pdf/can_law.pdf
Montana	Mont Code Ann §§ 41-3-201 , et seq.

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<http://www.dphhs.mt.gov/>

Nebraska	Neb Rev Stat §§ 28-710 to 28-733. http://www.hhs.state.ne.us/cha/chaindex.htm
Nevada	Nev Rev Stat §§ 432B.010 to 432B.390 http://www.leg.state.nv.us/nrs/nrs-432b.html
New Hampshire	NH Rev Stat Ann §§ 169-C:29 to 169-C:39. http://www.dhhs.state.nh.us/DHHS/BCP/report-abuse.htm
New Jersey	NJ Rev Stat Ann §§ 9:6-8.8, et seq. http://www.state.nj.us/humanservices/cap/ques3.html
New Mexico	NM Stat, Ann § 32A-4-3, et seq. http://www.cyfd.org/reporters.htm
New York	NY Soc Serv Law §§ 411 to 428. http://www.nyc.gov/html/acs/html/child_safety/prevent_abuse.shtml
North Carolina	NC Gen Stat. §§ 7A-542.to 7A-552 http://www.preventchildabusenc.org/childabuseinfo/
North Dakota	ND Cent Code §§ 50-25.1-01 to 50-25.1-14. http://www.ext.nodak.edu/4h/volunteers/YPPmaltreatment.htm
Ohio	Ohio Rev Code § 2151.421. http://www.co.clermont.oh.us/djfs/cps/
Oklahoma	Okla Stat Ann tit. 10 §§ 7103 http://oklegal.onenet.net/oklegal-cgi/ifetch?Oklahoma_Statutes.98+27754582645+F
Oregon	Or Rev Stat §§ 418.740 to 418.775. [Link to Chapter 418 , scroll to sections.] http://www.oregoncounseling.org/Handouts/ChildAbuse.htm
Pennsylvania	Pa Stat Ann. tit 23, §§ 6301 to 6319. [Link to Chapter 63 , scroll to sections.] http://members.aol.com/StatutesP2/23.Cp.63.html
Rhode Island	http://www.preventchildabuse-ri.org/Reportinglaws.asp
South Carolina	SC Code Ann §§ 20-7-480 to 20-7-560. Mandated reporters contained in Section 20-7-510. [Link to Chapter 7 , scroll to applicable sections.] http://www.cofc.edu/~millerd/scchildprotectionact.html
South Dakota	SD Codified Laws Ann 26-8A-I, et seq. http://www.state.sd.us/social/CPS/Services/protective.htm
Tennessee	Tenn. Code Ann §§ 37-1-401 37-1-413 and 37-1-601 to 37-1-616 http://www.state.tn.us/youth/cps/who.htm
Texas	Tex Fam Code Ann §§ 261.101, et seq. http://www.dfps.state.tx.us/it%27s_up_to_you/HTML/CAP2005-SectionI.html
Utah	Utah Code Ann §§ 62A-4a-403, et seq. [Link to Chapter index .] http://attorneygeneral.utah.gov/childabuse.html
Vermont	Vt Stat Ann tit 33, §§ 4911 to 4919. Vermont is in the process of putting the code on line. Link to the index to check on status of Title 33. http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=33&Chapter=049&Section=04913
Virginia	Va Code Ann §§ 63.2-1508 to 1513 (definitions at § 63.2-100). Link to National Clearinghouse Page .

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	http://www.dss.virginia.gov/family/cps/index.html
Washington	Wash Rev Code Ann §§ 26.44.010-.140 www.wsipp.wa.gov/rptfiles/chabuse.pdf
West Virginia	W Va. Code §§ 49-6A-1 to 49-6A-10. http://www.wvdhhr.org/bcf/children_adult/cps/report.asp
Wisconsin	Wis. Stat Ann § 48.981 http://www.preventchildabusewi.org/\$spindb.query.general.pcawview.21
Wyoming	Wyo. Stat §§ 14-3-201 to -215 . [scroll to sections] http://legisweb.state.wy.us/statutes/titles/title14/chapter03.htm

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CHAPTER 11 DRUG DEMAND REDUCTION PROGRAM

1. General. In response to the United States' substantial illicit drug problem, Congress mandated in section 1045 of the National Defense Authorization Act for Fiscal Year 1993 that the Secretary of Defense "conduct a pilot outreach program to reduce the demand for illegal drugs. The program shall include outreach activities by the active and reserve components of the Armed Forces and shall focus primarily on youths in general and inner-city youths in particular." The Young Marines program was one of 12 youth programs funded in support of the Act. The Young Marines continue to receive federal funding in support of the drug demand reduction program.
2. Policy. Young Marine Units are required to provide a minimum of three (3) hours of drug prevention/ drug resistance instruction each quarter (every three months) each operating year.
3. Responsibility. Working with Young Marines is both challenging and rewarding. As challenging as they are, they seek our attention and approval. Keep in mind that we are helping them become adults who will become parents, caregivers, employees, friends, neighbors, followers, leaders, and responsible members of the community. We do this by:
 - a. Advocating a healthy, drug-free lifestyle through personal example
 - b. Providing continual drug prevention education using community resources
 - c. Providing a safe, clean and nurturing environment in your meeting places and activities
 - d. Encouraging open communication when they are troubled or uncertain
4. Commitment. An effective drug demand reduction program is an essential part of the Young Marines Program. The value of the program is limited only by your imagination and your commitment to reducing the abuse of alcohol, tobacco, and drugs by youth. Registered Adults must strive to be the positive role models expected of them. Young Marines look to them for guidance, strength, and protection, yet they want room to grow, experience life, push the limits, and be more independent. Most Young Marines are conflicted between wanting greater independence and needing greater security. What they do not receive from adults they will seek from peers. Be available, do not smother, respect their space, but be straight, firm, and open—remember to listen. Young Marines may talk more openly about sensitive topics with someone who is not their parent or guardian.
5. Five Reasons Young People Use Alcohol, Tobacco, and Illicit Drugs. In the Substance Abuse and Mental Health Services Administration of the U.S. Department of Health and Human Services (HHS) pamphlet called *Keeping Youth Drug-Free: A Guide for Parents, Grandparents, Elders, Mentors, and other Caregivers* state that there are five basic reasons why young people use alcohol, tobacco, and illicit drugs.
 - a. To Feel Grown up. Children like to imitate adults and being grownup is a very desirable thing. To children it means freedom, making your own decisions and being able to eat and drink anything they want. Imitating adults is how children naturally learn to become adults. They like to "try on" adult behaviors. Lots of things fit into the grownup category, such as drinking alcoholic beverages and smoking cigarettes. Young people understand and accept the differences between what adults may legally do and what is appropriate and legal for children. Through the drug prevention education program and personal example, we want to continue to reinforce this understanding by not abusing legal substances or using illegal drugs.

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b. To Fit in and Belong.

- 1) All children need to be liked and accepted. To meet this need, children join groups of other children who provide affection and acceptance. Sometimes, such groups may use alcohol, smoke and chew tobacco, sniff inhalants, smoke pot, take LSD, use methamphetamines, smoke crack cocaine, or shoot heroin. The sad facts are that drug abuse is everywhere. In the United States, five to 10 million young people between 12-17 are using alcohol, tobacco, or illicit drugs. In other words, half the young people in this age category are using alcohol, tobacco, or illicit drugs.
- 2) Wanting to fit in and belong is one of the most natural parts of growing up. It is important. For most young people it is the most important part of growing up. A clear position against alcohol and other drug use is not enough for an affective drug prevention education program. It must provide knowledge and skill to help them cope with deciphering pro-use messages, refuse both subtle and direct offers of alcohol and drugs, act appropriately in social situations, build solid interpersonal relationships, express their thoughts and feelings, solve problems, make decisions, and communicate with people in positions of authority.
- 3) A supportive and effective drug prevention education program must include:
 - a) Strong acceptance of the child
 - b) High expectations for appropriate behavior
 - c) Strong responsiveness to the child
 - d) Strong positive involvement with the child, e.g. in planned activities
 - e) Solid guidance
- 4) Jerry Moe, Director of the Children's Services in Sierra Tucson, Tucson, AZ advises that "Building trust is a process, not an event; time is the key. Simply caring about a child is all that it takes to start. Listening...validating, respecting and empowering a youngster will build a positive connection, for children don't care about how much adults know until they know how much adults care."

c. To Relax and Feel Good.

- 1) The environment that children grow up in today is very challenging and we can all relate to the comment that "Gee, I'm glad I'm not a kid growing up today. Its really tough out there." They are in a world of:
 - More violence and gangs
 - Economic pressures
 - HIV and AIDS
 - Changing family structures
 - Easy access to alcohol, tobacco, and illicit drugs
 - Lack of good role models
 - More teen pregnancies
 - Many more multimedia influences
 - Less security about the future
 - Techno-distractions
- 2) These are all factors that may contribute to the new upturn in drug abuse in this country. Some young people think that alcohol or illicit drugs will cheer them up or make them forget about problems they have.

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- 3) Children need someone to help guide them through difficult times, someone to whom they can express their concerns and apprehensions without fear of rejection or recrimination. One of the most important things that can keep children away from alcohol and drugs is the concern and support of at least one caring adult who mentors them through the many phases of childhood.
- d. To Take Risks and Rebel. All children need to learn how to take risks because they need to learn many new skills that most adults take for granted. The negative side is that young people, especially teenagers, think they are invincible and are prone to take greater risks. As greater levels of risk are achieved, most young people (especially teenagers) feel almost immortal and will continue to look for opportunities to push limits to grow and in some cases for thrills and excitement. This is why drugs and alcohol hold such allure for some young people with the chance to prove they “can handle it.” To help young people find ways to test their limits, develop activities that involve supervised outdoor programs, i.e. mountain climbing, rappelling, and other physically demanding, or apply risk-taking skills to social, emotional, and intellectual situations instead of daredevil type stunts.
- e. To Satisfy Curiosity. By nature, children are very curious. Many will experiment with alcohol, tobacco, and illicit drugs; however, this should not deter us from advocating a healthy and drug-free lifestyle through an aggressive drug prevention education program. The following is the Drug Education For Youth’s (DEFY) list of learning objectives appropriate for each age group.
 - 1) Ages 8-11.
 - a) Children in this age group needs to know:
 - How to identify alcohol, tobacco, marijuana, cocaine, inhalants, hallucinogens, and stimulants in their various forms
 - That use of alcohol, tobacco, and other drugs is illegal at their age
 - That laws about drug use and sales are designed to protect people
 - About addiction and how addiction affects individuals and their families
 - That smokeless tobacco and wine coolers are drugs that are both harmful and illegal for them
 - How and why the effects of drugs vary from person to person, especially immediately after use
 - How drugs affect different parts of the body, and why drugs are dangerous for growing bodies and developing minds
 - How social influences such as media advertising, peer pressure, family influences, and community standards may promote drug use.
 - b) Drug prevention lessons and activities should:
 - Focus on the drugs children are apt to use first—tobacco, alcohol, and marijuana
 - Encourage open and frank discussions of concerns about drugs and drug use
 - Focus on life skills such as problem solving, resisting peer pressure, developing friendships, and coping with stress
 - Not glamorize drug use through accepting the drug-using behavior of some folk heroes such as musicians, actors, or athletes
 - Emphasize that most people, including a vast majority of people their own age, do not use drugs.
 - Emphasize the development of personal and civic responsibility
 - Emphasize the development of self-esteem
 - Emphasize the development of healthy leisure activities, such as sports, music, art, clubs, and volunteering

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2) Ages 12-13.

a) Children in this age group needs to know:

- How to identify alcohol, tobacco, marijuana, cocaine, inhalants, hallucinogens, and stimulants in their various forms
- That use of alcohol, tobacco, and other drugs is illegal at their age
- That experimenting with drugs is using drugs and does carry significant risks
- How drugs are pushed and how society fights the drug supply problem
- That laws about the use, manufacturing of, and sale of drugs are designed to protect people
- The extent of the drug problem locally and the efforts of authorities to control it
- How addiction affects individuals and their families
- That smokeless tobacco and wine coolers are drugs which are both harmful and illegal for them
- How steroid use can damage the body and mind
- How drugs affect different parts of the body, especially the circulatory, respiratory, nervous, and reproductive systems, and why drugs are dangerous for growing bodies and developing minds
- How drugs interfere with the performance of physical and intellectual tasks
- How social influences such as media advertising, peer pressure, family influences, and community standards may promote drug use.

b) Drug prevention lessons and activities should allow opportunities to prove that they are becoming more responsible by:

- Thorough independent research
- Helping peers
- Serving as a positive role-model for younger people

3) Ages 14-18.

a) This age group should know:

- How to identify alcohol, tobacco, marijuana, cocaine, inhalants, hallucinogens, and stimulants in their various forms
- And understand that the long- and short-term effects of specific drugs include addiction and death
- And understand that use of alcohol and other drugs is illegal at their age
- And understand that experimenting with drugs is using drugs
- How drugs are pushed and how society fights the drug supply problem
- That laws about the use, manufacturing of, and sale of drugs are designed to protect people
- And be aware of the extent of the drug problem locally and know what authorities are doing to control it
- And understand addiction and know how it affects individuals and their families
- That the tobacco in any form is unhealthy, and that wine coolers are illegal drugs
- And understand how steroid use can damage the body and mind
- How and why the effects of drugs vary from person to person, especially immediately after use
- How drugs affect different parts of the body, especially the circulatory, respiratory, nervous, and reproductive systems, and why drugs are dangerous for growing bodies and developing minds

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- How drug use is related to certain diseases and disabilities including AIDS, learning disorders and handicapping conditions, birth defects, and heart, lung, and liver disease
- And understand that taking a combination of drugs, whether illegal or prescription, can be fatal
- How alcohol, tobacco, and other drugs affect the developing fetus and the breast feeding infant
- The full effects and consequences of operating equipment, driving vehicles, and performing other physical tasks while using drugs
- The full effects and consequences of drug use on performance of intellectual tasks
- That drug use can affect opportunities for personal growth and professional success
- And be familiar with treatment and intervention resources
- And understand that they are role models for younger people

b) Drug prevention lessons and activities should:

- Have more sophisticated information about drugs
- Make connections between drug use and its consequences for the individual and society
- Emphasize that drug use does not fit in with establishing productive life goals.
- Underscore that they are citizens and consumers, and that as part of society they must bear the costs of drug use.

6. Information about Drugs.

a. Narcotics.

- Product names: Heroin, morphine, codeine, Dilaudid, Demoral, Percodan, Methadone, Talwin
- Street names: Heroin—Big H, horse, dope, boy, and smack. Morphine—M, Miss Emma, Mister Blue, morph. Codeine—Schoolboy. Dilaudid—Lord. Methadone—fizzies, dollies.
- Symptoms of use: Lethargy, drowsiness, euphoria, nausea, constipation, constricted pupils, slowed breathing.
- Potential consequences: HIV infection, heart or respiratory problems, mood swings, chronic constipation, tremors, toxic psychosis, high potential for addiction.
- Route of administration: Injected and ingested.
- Medical use: For pain relief (except heroin and methodone).
- Legal status: Illicit or prescription only.

b. Hallucinogens.

- Product names: LSD (lysergic acid diethylamide), PCP (phencyclidine), DMT (dimethyltryptamine), Mescaline, MDA (methylenedioxyamphetamine), STP (dimehtoxymethamphetamine), psilocybin, MDMA (methylenedioxyamphetamine).
- Street names: LSD—acid, windowpane, blotter, wedding bells, microdot. PCP—angel dust, love boat, hog, animal trunk, STP, peace, MDMA—ecstasy, xtc, adam, love drug. Mescaline—peyote, mescal, cactus buttons, cactus head. Psilocybin—psychedelic mushrooms, shrooms.

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- Symptoms of use: Trance-like state, excitation, euphoria, increased pulse rate, insomnia, hallucinations.
- Potential consequences: Impaired judgment and coordination can result in greater risk for injury, self-inflicted injury, violent behavior, paranoia, depression or anxiety, unpredictable flashbacks.
- Route of administration: Ingested.
- Medical use: None.
- Legal status: Illicit.

c. Ethyl alcohol.

- Product names: Beer, gin, vodka, bourbon, whisky, liqueur, wine, brandy, champagne, rum, sherry, port, coolers.
- Street names: Booze, alcohol, liquor, drinks, cocktails, highballs, nightcaps, moonshine, white lightning, hooch.
- Symptoms of use: Slurred speech, impaired judgment and motor skill incoordination, confusion, tremors, drowsiness, agitation, nausea and vomiting, respiratory ailments, depression.
- Potential consequences: Impaired judgment can result in sexually transmitted diseases (including HIV/AIDS), injuries, auto crashes, inability to control drinking, high tolerance level, blackouts and memory loss, interference with personal relationships, cirrhosis of the liver, vitamin deficiencies, damage to heart and central nervous system, sexual impotence, and weight gain.
- Route of administration: Ingested.
- Medical use: For appetite stimulation and mild sedation.
- Legal status: Legal for those of established drinking ages.

d. Depressants.

- Product names: Sleeping pills and tranquilizers (Seconal, Nembutal, Smytal, Quaalude, Miltow, Norcet, Placidyl, Valium, Librium, Tauxene, Ativan, Xanax, Serax)
- Street names: Downers, goofballs, red devil, blue devil, blues, yellow jackets, pink ladies, Christmas trees, phennies, peanuts.
- Symptoms of use: Drowsiness, confusion, incoordination, tremors, slurred speech, depressed pulse rate, shallow respiration, dilated pupils.
- Potential consequences: Anxiety, depression, restlessness, psychotic episodes, chronic fatigue, insomnia, changes in eyesight, irregular menstruation, stopped breathing, suicide, dependence requiring more of the drug to get the same effect, severe withdrawal symptoms.
- Route of administration: Ingested.

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- Medical use: For tranquilization, sedation, and sleep.
 - Legal status: Prescription only
- e. Cocaine and Crack Cocaine.
- Product names: Cocaine, crack cocaine.
 - Street names: Cocaine—coke, flake, snow, happy dust, gold dust, Cecil, C, freebase, toot, white girl, Scotty. Crack cocaine—crack, rock, base, and sugar block.
 - Symptoms of use: Excitability, euphoria, talkativeness, anxiety, increased pulse rate, dilated pupils, paranoia, agitation, and hallucinations.
 - Potential consequences: High risk for addiction, violent or erratic behavior, hallucinations, cocaine psychosis, eating or sleeping disorders, impaired sexual performance, ongoing respiratory problems, ulceration of the mucous membrane of the nose, collapse of the nasal septum, cardiac or respiratory arrest.
 - Route of administration: Sniffed and smoked.
 - Medical use: None.
 - Legal status: Illicit.
- f. Cannabis (Marijuana).
- Product names: Delta-9-tetrahydrocannabinol, Cannabis sativa, marijuana, hashish, hashish oil.
 - Street names: Pot, weed, reefer, joint, stick, Mary Jane, Acapulco Gold, rope, jive stick, hay, loco weed, bhang, ganja, hash, hash oil, chronic, (Blunts refer to cigars into which marijuana is rolled.)
 - Symptoms of use: Mood swings, euphoria, slow thinking and reflexes, dilated pupils, increased appetite, dryness of mouth, increased pulse rate, delusions, hallucinations.
 - Potential consequences: Amotivational syndrome, memory impairment, weight gain, increased risk for cancer, lower sperm counts and lower testosterone levels for men, increased risk of infertility for women, psychological dependence requiring more of the drug to get the same effect. Marijuana serves as a barrier against self-awareness, and users may not learn key developmental skills.
 - Route of administration: Ingested and smoked.
 - Medical use: Research.
 - Legal status: Illicit.
- g. Stimulants.
- Product names: Amphetamine, Methamphetamine, Biphentamine, Dexedrine, Desoxyn, Tenuate, Ionamin, Tepanil.

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- Street names: Uppers, pep pills, bennies, wake-ups, eye-openers, co-pilots, coast-to-coast, cartwheels, A's, black beauties, chalk, ice, crank, speed, meth, crystal.
- Symptoms of use: Excitability, tremors, insomnia, sweating, dry mouth and lips, bad breath, dilated pupils, weight loss, paranoia, and hallucinations.
- Potential consequences: Weight loss, nutritional deficiency, chronic sleep problems, high pressure, paranoia, anxiety or nervousness, decreased emotional control, severe depression, violent behavior, death from heart failure or suicide.
- Route of administration: Ingested.
- Medical use: For narcolepsy, obesity, hyperkinesias
- Legal status: Prescription only.

h. Inhalants.

- Product names: Organic solvents, nitrous oxide, nitrites, aerosols, model glue, nail polish remover, lighter fluid, gasoline, paints, hair spray.
- Street names: Nitrous oxide—laughing gas, whippets. Amy nitrates—snappers, poppers, pearls, amies. Butyl nitrate—locker room, bolt, bullet, rush, climax.
- Symptoms of use: Drunkenness, slurred speech, incoordination, nausea, vomiting, slowed breathing.
- Potential consequences: Brain damage, pains in chest, muscles, joints, heart trouble, severe depression, toxic psychosis, nerve damage, fatigue, loss of appetite, bronchial tube spasm, sores on nose or mouth, nosebleeds, diarrhea, nausea, bizarre or reckless behavior, sudden death, suffocation.
- Route of administration: Sniffed.
- Medical use: Nitrous oxide only, for anesthesia.
- Legal status: Most products available in retail stores.

7. Resources. In addition to resources available in your local area, there are several publications available and organizations you may contact for help. The following is a partial list of resources available to you:

a. Federal Resources:

SAMHSA's National Clearinghouse for Alcohol and Drug Information

P.O. Box 2345
Rockville, MD 20847-2345
800-729-6686
www.samhsa.gov

SAMHSA's Center for Substance Abuse Prevention (CSAP)
www.samhsa.gov/csap

SAMHSA's Family Guide to Keeping Youth Healthy and Drug Free
<http://family.samhsa.gov>

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SAMHSA's Parenting is Prevention
<http://parentingisprevention.samhsa.gov>

SAMHSA's Soy Unica! Soy Latina!
www.soyunica.gov

Centers for Disease Control and Prevention (CDC) National AIDS Clearinghouse
P.O. Box 6003
Rockville, MD 20849-6003
800-458-5231
www.cdcnpin.org

Tobacco Information and Prevention Source at CDC
www.cdc.gov/tobacco

Office of Minority Health Resource Center
P.O. Box 37337
Washington, DC 37337
800-444-6472
www.omhrc.gov

Office of National Drug Control Policy (ONDCP)
www.whitehousedrugpolicy.gov

ONDCP's Anti-Drug
www.theantidrug.com

ONDCP's Freevibe
www.freevibe.com

Office of Juvenile Justice and Delinquency Prevention and Center for Substance Abuse Prevention's Strengthening America's Families
www.strengtheningfamilies.org

Children, Youth, and Families Education and Research Network (CYFERnet)
www.cyfernet.org

b. **Private-Sector Resources:**

Adolescence Directory Online Center for Adolescent Studies Indiana University
www.education.indiana.edu/cas/adol/adol.html

Partnership For A Drug-Free America
www.drugfreeamerica.org

Al-Anon/Alateen Family Group Headquarters, Inc
1600 Corporate Landing Parkway
Virginia Beach, VA 23454-5617
800-356-9996
www.al-anon.alateen.org

Alcoholics Anonymous World Services
475 Riverside Drive
New York, NY 10115
www.alcoholics-anonymous.org
America Online's Parents' Resource Center

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Key word: drug help

Community Anti-Drug Coalitions of America

901 North Pitt Street, Suite 300

Alexandria, VA 22314

703-706-0560

800-54-CADCA

www.cadca.org

Early Childhood Educators' and Family Web Corner

<http://users.stargate.net/~cokids/>

Mothers Against Drunk Driving (MADD)

P.O. Box 541688

Dallas, TX 75354-1688

800-GET-MADD

www.madd.com

Narcotics Anonymous

P.O. Box 9999

Van Nuys, CA 91409

818-773-9999

www.na.org

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YOUNG MARINES UNIFORM REGULATIONS

1. Uniform Regulations. Young Marines are authorized to wear appropriately modified versions of the Marine Corps uniform. The National Executive Director issues the modifications designed to clearly identify the wearer as a member of the YM. The Young Marine uniform is worn during Young Marine Drills (Meetings) or other authorized Young Marine activities as determined by the unit commander.



2. Young Marine Uniform. The official uniform in the Young Marines Program for both youth and adult is the woodland pattern camouflage blouse, trousers and khaki web belt, boots, cover and white T-shirt as shown in Figure 2-1. The camouflage uniform can only be modified as in figure 2-2. Either the red National T-shirt or the unit T-shirt can be substituted for the white T-shirt. This is the only modification that can be made at the unit commander's discretion. No other modifications or deviations are authorized such as shooting badges, scuba bubbles, jump wings, fourragiere, lanyards or other uniforms such as the digital uniform. The unit may designate a Physical Training (PT) uniform consisting of Shorts and T-Shirt, white socks and athletic shoes, as in Figure 2-3. A sweatshirt and pants may be added for cold weather. The Service A and C uniforms in Figure 2-4 and Figure 2-5 may be worn by Young Marines on special occasions such as parades, and birthday balls. Service A or C uniforms are gender specific. Collar devices for the Service A blouse are the Young Marines Disc Insignia collar devices. Rank insignia is to be worn on the Khaki Shirt. The Young Marines Disc Insignia is used on the cover for the service A and C uniforms only. See standards for optional Young Marine uniforms page A-8. Young Marines do not travel in any uniform. Young Marines should always travel in civilian attire with the red National T-shirt. The Service A and C uniforms are optional uniforms and not required.

3. Care and Wear of the Uniform. The Young Marine is responsible for keeping their uniform clean and neatly pressed at all times. The parts are the uniform are:

- a. Cover. The woodland-style authorized camouflage utility cap is worn with the authorized woodland-style camouflage uniform. The cover will be machine or hand laundered in warm water. It may be starched or sized but may not be bleached. The authorized cover comes with the ironed on Marine Corps emblem and is authorized by all personnel. Adults and Young Marines do not wear rank or any other device on their covers.

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- b. Camouflage Blouse. Worn with Young Marine olive drab breast pocket patch centered above the left breast pocket, flush to the pocket seam and flush to the edge of the pocket, (see figure 2-6). The Young Marine shoulder patch is worn on the wearer's left sleeve with the unit designation arc centered above the patch, on the shoulder seam, (see figure 2-7). The blouse will be machine or hand laundered in warm water. It may be starched or sized but may not be bleached. Young Marine of the Year (YMOY) rocker is to be worn on wearer's left sleeve centered below the Young Marine shoulder patch.
- c. Nametape. An olive drab nametape is worn centered over the right pocket, flush to the pocket seam and flush to the edges of the pocket.
- d. Ribbons. Ribbons are worn so that the lowest row of ribbons is 1/8-inch above the left breast pocket patch and centered. Ribbons are worn in the order of precedence as established in the Young Marine Awards Manual. They are preferably worn in rows of three, (see figure 2-6). However, they may also be worn in rows of four. Ribbons that become soiled or faded should be replaced.
- e. Additional Awards and Devices. The Distinguished Order of Merit (DOM) will be worn as follows: The subdued patch of the badge will be permanently affixed to the right breast pocket of the official Young Marine woodland style camouflage uniform. The Badge (cast and in color) will be worn on the right breast pocket of the Young Marine Alpha or Charlie uniform. It can also be worn on a blazer or displayed as in a shadow box. The Presidential Service Volunteer Award may be worn above right breast pocket, centered 1/8" above nametape. Only one Presidential Service Volunteer Award may be worn at any given time.
- f. Chevrons. Rank insignias are worn on both collars of the camouflage blouse, khaki shirt or field jacket. They are placed vertically with the single point up and center of the insignia on a line bisecting the angle of the collar. The lower outside edges of the chevron are placed 1/2 inch from the edge of the collar (see figure 2-8)



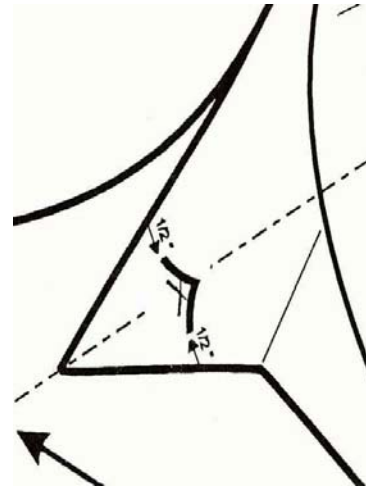
Front blouse patches and ribbons

Figure 2-6



Left shoulder patches

Figure 2-7



Chevron Placement Diagram

Figure 2-8

- g. White T-shirts. Will be worn with the camouflage uniform. Unit Commanders should pay particular attention to times when the camouflage blouse is removed to expose the white t-shirt. In order to protect the dignity of our female members, the camouflage blouse should never be removed if participating in events where water is involved i.e., water tag, working parties, inclement weather, etc. During these type events, the white t-shirt can become transparent, potentially leading to unnecessary embarrassment or harassment. The unit T-shirt or the red National T-shirt may be substituted by the unit commander for such events.

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- h. Camouflage Trousers. Worn with straight or pouch pockets. Nametapes will be sewn over the right rear pocket of the trousers, centered and flush over the top seam, (see figure 2-9). The trouser will be machine or hand laundered in warm water. It may be starched or sized but may not be bleached
- i. Khaki Web Belt. Worn with the Marine Corps style brass or anodized buckle. Green or black cargo belts are also authorized except during formal inspections.
- j. Boots. The standard black leather or black hot weather tropical (jungle) combat boots for wear with the utility uniform will be worn. Old-style black combat boots (with eyelet lacing) may also be worn. Whenever possible, boots should be kept polished with a high shine on the toes and heels. Black or green socks will be worn with the boots.
- k. Unit or Special T-Shirts. Each unit should have a unit T-shirt with the unit name and the Young Marine designation imprinted on the shirt. Colors may vary. These T-shirts should be part of each Young Marines PT uniform. They may also be worn for activities and functions where the camouflage uniform is inappropriate, for example, car washes, certain community service projects, etc. The unit T-shirt or the red National T-shirt may also be worn under the camouflage uniform on the unit level if the unit commander desires. All Young Marines are expected to keep themselves clean and well groomed whether in uniform or not.



**Right rear trouser pocket
patch**

Figure 2-9

4. Uniform Marking. All uniforms items and items used on Young Marine activities must be marked with the Young Marines Last and First Name with a permanent black laundry marker. The listed items below must be marked in the following manner:

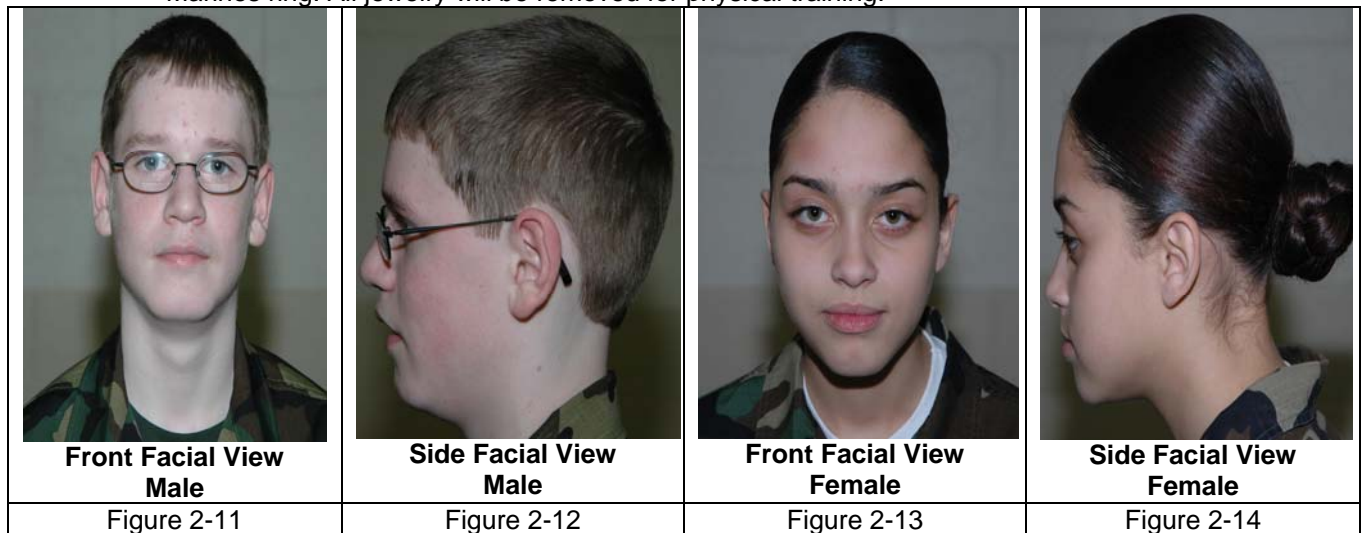
- a. Web Belt. On one side only, near the buckle end.
 - b. Cover. Inside on the sweatband.
 - c. Blouse. Inside on the neckband.
 - d. Drawers. Inside the waistband.
 - e. Gloves. Inside at the wrist.
 - f. Necktie. On the inside of the neck loop.
 - g. Dress Shirts and Undershirts. Inside back, on neckband.
 - h. Shoes/Boots. Inside near the top.
 - i. Socks. Outside on top of the foot.
 - j. Sweater. Stamped on manufacturing label or use marking tape/label sewed on inside the back of sweater, below the neckband, with thread to match the sweater.
 - k. Trousers; Skirts; Slacks. Inside near the top.
 - l. PT Shorts. Inside immediately below the waistband.
 - m. Bag, Duffel. On the outside of the bottom of the bag.
5. Responsibility for the Uniform. You should follow these rules to help safeguard your uniform:
- a. Don't leave your uniform unattended.

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- b. Mark your name in every item of clothing
 - c. Promptly replace damaged or poorly fitting parts of your uniform.
6. Grooming and Personal Appearance Standards. Young Marines shall adhere to the following standards:

a. Male Young Marines.

- 1) Hair will be neat and closely trimmed. Hair will be short enough so that it does not touch the ears or hang on the nape of the neck. The hair may be clipped at the edges of the side and back and will not be over 3 inches in length fully extended on the upper portion of the head. Head hair will be styled so as not to interfere with the proper wear of uniform headgear. Hair, which protrudes from beneath properly worn headgear in an unsightly manner, is considered excessive, regardless of length. Male Young Marines are not authorized to wear braids of any sort nor to have eccentric designs cut in their hair.
- 2) Beards are unauthorized. However, mustaches and sideburns may be worn, as long as they conform to current Young Marine grooming standards. When worn, the mustache will be neatly trimmed and must not extend beyond the length of the upper lip. The individual length of a mustache hair fully extended must not exceed 1/2 inch. Except for a mustache, sideburns, eyebrows, and eyelashes; hair may be grown on the face only when a medical officer has determined that shaving is temporarily harmful to the individual Young Marine's health. Sideburns will not extend below the top of the orifice of the ear. Sideburns will not be styled to taper or flare. The length of an individual hair of the sideburn will not exceed 1/8 inch when fully extended.
- 3) The only jewelry permitted is watches, medical items, religious medallions, class or Young Marines ring. All jewelry will be removed for physical training.



b. Female Young Marines.

- 1) Grooming. Hair may touch the collar, but will not fall below the collar's lower edge. Hair that would fall naturally below the collar's lower edge will be neatly and inconspicuously fastened or pinned. During physical training periods in which physical training clothing is worn, hair will be allowed to fall naturally, without being fastened or pinned. This does not apply when conducting physical training in the utility uniform.
- 2) Hair will be styled so as not to interfere with the proper wear of the uniform headgear. All headgear will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hairstyles, which do not allow the headgear to be worn in this manner,

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are prohibited.

- a) Faddish and exaggerated styles to include shaved portions of the scalp other than the neckline, designs in the hair, unsecured ponytails and styles that are distinctly unbalanced or lopsided are prohibited. Multiple braiding and buns are authorized. If hair extensions are used in the braiding of the hair, the extensions must have the same general appearance as the individual's natural hair. Braided hairstyles will be conservative, and conform to other guidelines listed herein.
 - b) Barrettes, combs, rubber bands, etc. are authorized, if concealed by the hair. Inconspicuous hairpins and bobby pins, if required, are authorized. Hairnets will not be worn unless authorized for a specific type of duty.
- 3) Cosmetics. Cosmetics are authorized for wear in uniform if permitted by the parent or legal guardian. It shall be applied conservatively and must complement the individual's complexion and skin tone. Exaggerated or faddish cosmetic styles are considered inappropriate and shall not be tolerated. Non-eccentric lipstick and nail polish colors, to include colorless nail polish are authorized for wear with the uniform. Fingernails with multiple colors and decorative ornamentation are considered eccentric and may **not** be worn. Nail length, to include false nails, will be no longer than 1/4 inch from the tip of the finger.
- 4) Jewelry. The only jewelry permitted is watches, medical items, religious medallions, class or Young Marines ring. All jewelry will be removed for physical training activities. Small, polished ball, or round stud earrings, (post, screw-on, or clip), not to exceed six millimeters (about 1/4 inch) in diameter, may be worn with any uniform. When worn, earrings will fit tightly against, and will not extend below, the earlobe. Only one earring will be worn on or in each earlobe in the lowest hole.

7. Adult Members Uniform Standards

- a. Adult Members. The only uniform for adult members is the Young Marine Camouflage Utility Uniform. All adult members are authorized to wear the uniform; however, the unit commander may request that an adult member not wear the uniform if it is deemed inappropriate. Adults not wearing the Young Marine Camouflage Utility Uniform should wear appropriate civilian attire commensurate to the event. Adults should wear the uniform of the day unless wearing the civilian equivalent. **Digital uniforms are not authorized on any level.**
- b. Military Members. Active duty military personnel are authorized to wear Service or Dress Uniforms to Young Marine functions as authorized by their respective Service. Active duty personnel shall not mix Young Marine uniform items such as Young Marine patches and collar devices with any armed forces uniforms patches or devices. This rule also applies to military members serving on active-duty, in the reserves forces, or National Guard, and retirees.
- c. Former Marines and Non-Military Members. Registered adults who work directly with Young Marines are highly encouraged to wear the official Young Marines uniform for the benefit of their charges.
 - 1) Active duty Marines, former and retired Marines are authorized to wear the anodized brass-collar emblem with the Silver Eagle, Globe and Anchor attached. They are also authorized to wear the "U.S. Marines" nametape en lieu of the "Young Marines" nametape over the left breast pocket, (see figure 4). Those Marines who are members of the Marine Corps League may wear the MCL Sunburst collar device en lieu of the brass and silver Young Marine Collar Device (see figure 5).

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(Figure 4)



(Figure 5)



(Figure 6)

- 2) Adult members who are not Marines are authorized to wear the Young Marines Disc Insignia, a solid gold colored anodized brass emblem depicting the Young Marine logo, (see Figure 6). When wearing the camouflage uniform, the blouse will have an olive drab nametag over the right pocket, centered and flush with the pocket seam and the edges of the pocket.
 - 3) A matching olive drab tape labeled YOUNG MARINES will be worn over the left breast pocket. The unit designation arc is sewn on the left sleeve against the shoulder seam with the Young Marine patch underneath, flush against the unit designation arc. Adult members will not wear the Young Marine breast patch.
 - 4) The unit commander will have an additional arc on his shoulder. It will be sewn on directly underneath the Young Marine patch and will be labeled UNIT COMMANDER.
 - 5) The unit commander shall designate appropriate Young Marine attire to adult members with the unit who do not wear the camouflage utility uniform. Appropriate Young Marine attire is any civilian attire that presents a neat and professional appearance. All adult personnel will be in one of the uniforms mentioned above during unit meeting or activity.
 - 6) The wearing of rank insignia of any kind by adult members on Young Marine Uniforms is strictly prohibited.
- d. Marine Corps Collar Emblem. The only personnel authorized to wear the Marine Corps collar emblem are Active Duty, Reserve, or former Marines. This also applies to retirees, medical discharge, and all other discharges under honorable conditions. At no time are adult members who were not in the Marine Corps, allowed to wear the Marine Corps collar emblem. Young Marines are not authorized to wear the Marine Corps collar emblem.
- e. Awards/Ribbons. Adult members are not authorized to wear Young Marine awards. Ribbons for adult members have been discontinued and are no longer authorized for wear on the Young Marine Uniform. The only authorized awards for registered adults to wear on their uniform are the DOM (Distinguished Order of Merit) and the Presidential Volunteer Service Award.
- f. Campaign Cover. The wearing of the Campaign Cover or "Smoky" is strictly prohibited for all Young Marines and Adult members. This prohibition applies to current Drill/Basic Military Training (BMT) Instructors of all Services acting in their capacity as a Young Marine instructors or staff member and former Drill/ BMT Instructors.
8. Grooming and Personal Appearance Standards for Adult Members

All members of the Young Marines Program shall adhere to the following standards: Adult members shall maintain neat and well-groomed appearance. Unit commanders **must** take into consideration, prior to assigning registered adults a position that require the individual to wear the Young Marine Uniform or direct involvement with Young Marines, the grooming and appearance standards as directed below.

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- 1) Standards for male registered adults in uniform.
 - a) Grooming. Hair will be neat and closely trimmed. Hair will be short enough so that it does not touch the ears or hang on the nape of the neck. The hair may be clipped at the edges of the side and back and will not be over 3 inches in length fully extended on the upper portion of the head. Head hair will be styled so as not to interfere with the proper wear of uniform headgear. Hair, which protrudes from beneath properly worn headgear in an unsightly manner, is considered excessive, regardless of length.
 - (1) Beards are unauthorized for members in uniform. However, mustaches and sideburns may be worn, as long as they conform to current Young Marine grooming standards. When worn, the mustache will be neatly trimmed and must not extend beyond the length of the upper lip. The individual length of a mustache hair fully extended must not exceed 1/2 inch. Sideburns will not extend below the top of the orifice of the ear. Sideburns will not be styled to taper or flare. The length of an individual hair of the sideburn will not exceed 1/8 inch when fully extended.
 - b) Jewelry. Earrings are not allowed for male adult members at any time. The only jewelry permitted, when in uniform, is watches, wedding bands, medical bracelets, or medical and religious medallions.

- 5) Standards for female registered adults in uniform.
 - a) Grooming. Hair may touch the collar, but will not fall below the collar's lower edge. Hair that would fall naturally below the collar's lower edge will be neatly and inconspicuously fastened or pinned. During physical training periods in which physical training clothing is worn, hair will be allowed to fall naturally, without being fastened or pinned. This does not apply when conducting physical training in the utility uniform.
 - (1) Hair will be styled so as not to interfere with the proper wear of the uniform headgear. All headgear will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hairstyles, which do not allow the headgear to be worn in this manner, are prohibited.
 - (2) Faddish and exaggerated styles to include shaved portions of the scalp other than the neckline, designs in the hair, unsecured ponytails and styles that are distinctly unbalanced or lopsided are prohibited. Multiple braiding and buns are authorized. If hair extensions are used in the braiding of the hair, the extensions must have the same general appearance as the individual's natural hair. Braided hairstyles will be conservative, and conform to other guidelines listed herein.
 - (3) Barrettes, combs, rubber bands, etc. are authorized, if concealed by the hair. Inconspicuous hairpins and bobby pins, if required, are authorized. Hairnets will not be worn unless authorized for a specific type of duty.
 - b) Cosmetics. Cosmetics are authorized for wear in uniform if permitted by the parent or legal guardian. It shall be applied conservatively and must complement the individual's complexion and skin tone. Exaggerated or faddish cosmetic styles are considered inappropriate and shall not be tolerated. Non-eccentric lipstick and nail polish colors, to include colorless nail polish are authorized for wear with the uniform. Fingernails with multiple colors and decorative ornamentation are considered eccentric and may **not** be worn. Nail length, to include false nails, will be no longer than 1/4 inch from the tip of the finger.
 - c) Jewelry. The only jewelry permitted is watches, medical items, religious medallions, class or Young Marines ring. All jewelry will be removed for physical training activities. Small, polished ball, or round stud earrings, (post, screw-on, or clip), not to exceed six millimeters (about 1/4 inch) in diameter, may be worn with any uniform. When worn,

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earrings will fit tightly against, and will not extend below, the earlobe. Only one earring will be worn on or in each earlobe in the lowest hole.

9. Standards for Optional Young Marine Uniforms

Young Marines Service Uniforms. All Young Marines Service Uniforms are optional and **not** required for Young Marines and Adult members. Young Marines and Adult members are authorized to wear Young Marine modified equivalent uniforms of U. S. Marine Corps Alpha, Bravo, and Charlie uniforms as described below. There is no Young Marines version of the U.S. Marine Corps Dress Blues Uniform or its variants. The Dress Blue Uniform or any variation of this uniform is not authorized for wear by Young Marines or Adult Members. However, Marines and former Marines may wear this uniform as authorized by the Marine Corps Uniform regulations and the Department of the Navy regulations.

- a. Service "A". This uniform is appropriate for formal and semi-formal occasions.
- 1) Service Cover with the Young Marines Disc Insignia, a solid gold colored anodized brass emblem depicting the Young Marine logo, placed over the insignia slot located on the left side of the cover. Adult members who are former Marines are authorized to replace the Young Marines disc insignia with the brass-cover emblem with the Silver Eagle, Globe and Anchor attached.
 - 2) Service Coat with the Young Marine shoulder patch worn on the left sleeve with the unit designation arc centered above the patch on the shoulder seam. Young Marines shall wear the Disc Insignia, a solid gold colored anodized brass emblem depicting the Young Marines logo on the collars over each insignia slot. Adult members who are former Marines are authorized to replace the Young Marines disc insignia with the brass-collar emblems with the Silver Eagle, Globe and Anchor attached.
 - 3) Khaki long sleeve shirt with rank insignia on each collar. Females may wear either the long or short sleeve khaki shirt and green neck tab with this uniform. Adult members replace the rank insignia with the appropriate Young Marines disc insignia.
 - 4) Khaki Tie and gold-plated or anodized Tie Clasp. The Tie Clasp may not exceed ¼-inch in length. Young Marines and Adult member are authorized to wear the USMC Officer, Staff Noncommissioned Officer or Enlisted Tie Clasps as part of the Young Marine Service uniform.
 - 5) Black socks of synthetic or natural materials or a composite both.
 - 6) Black dress shoes must be approved for wear by the unit commander prior to purchase. The shoes shall be of commercial black leather or synthetic semi-gloss or high gloss (patent) finish. Shoes consisting of double/platform soles or heels or metal heel or toe plates are prohibited.
- b. Service "B". This uniform is prescribed for formations, parades or ceremonies in temperate climates from November through March. This uniform should not be worn for formal or semi-formal social events. It is the same as the Alpha uniform except that the Service coat is not worn and the long sleeve khaki shirt must have the Young Marine shoulder patch worn on the left sleeve with the unit designation arc centered above the patch on the shoulder seam. Adult members replace the rank insignia with the appropriate Young Marines brass-collar insignia.
- c. Service "C". This uniform is prescribed for formations, parades or ceremonies in temperate climates from April through October. This uniform is authorized year-round in consistently warm climates and the tropics. It is the same as the Service "B" except that the long sleeve khaki shirt and tie or green neck tab is replaced by the short sleeve khaki shirt. The short sleeve khaki shirt must have the Young Marine shoulder patch worn on the left sleeve with the unit designation arc centered above the patch on the shoulder seam. Adult members replace the rank insignia with

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the appropriate Young Marines brass-collar insignia.

10. Other Optional Uniform Items.

- a. Service Sweater (woolly pulley). May be worn at the individual's option as a component of the Service Bravo or Charlie uniforms. May also be worn under the camouflage uniform.
- b. Tanker Jacket. May be worn at the individual's option as a component of the Service Bravo or Charlie uniforms. When worn the jacket will be zipped at least to the top (i.e., the highest point) of the external slash pockets. When worn with the sweater, the sleeves and the waistband of the sweater will be rolled up or under to ensure they do not extend below the jacket's sleeves/waistband. The tanker jacket will not be worn with nametapes. However, the Young Marine shoulder patch and Unit arc should be worn below the wearer's left shoulder seam. Plastic or metal chevrons are to be worn on the shoulder straps. The single point will be inboard and placed so that it is an equal distance from the front and rear edges of the shoulder straps with the lowest point of the insignia's outer edge 3/4 inch from the armhole seam.
- c. Field Jacket. Is intended for wear with the utility uniform. When issued, it should be the principal outer garment worn with utilities. The wearing of nametapes on the field jacket will be at the discretion of the Unit Commander. However, the Young Marine shoulder patch and Unit arc should be worn below the left shoulder seam. The camouflage Gortex field jacket is also authorized for wear. When wearing the Gortex field jacket the Young Marine shoulder patch and Unit arc should be worn below the left shoulder seam.
- d. All Weather Coat (AWC). The AWC may be worn with the Service or Camouflage uniforms. It may be worn with or without the liner at the individual's option. Plastic or metal chevrons are to be worn vertically, on each side of the collar with the single point up and the center of the insignia on a line bisecting the angle of the point of the collar. The lower outside edge of the insignia will be equally spaced 1/2 inch from both sides of the collar. The AWC will not be worn with nametapes. However, the Young Marine shoulder patch and Unit arc should be worn below the left shoulder seam.
- e. Scarf. Young Marines may wear the green wool scarf when the AWC, Tanker Jacket or Field Jacket is worn with the Service or Utility uniform. When worn, the scarf will overlap to form a "V" at the base of the throat, hiding the garment beneath.
- f. Gloves. Young Marines may wear or carry black leather, vinyl, cloth or knit gloves with the Service or Camouflage Utility uniform.

11. Uniform Marking.

- a. Web Belt. On one side only, near the buckle end.
- b. Cover. Inside on the sweatband.
- c. Blouse. Inside on the neckband.
- d. Drawers. Outside below the waistband, near the front.
- e. Gloves. Inside at the wrist.
- f. Necktie. On the inside of the neck loop.
- g. Dress Shirts and Undershirts. Inside back, on neckband.
- h. Shoes/Boots. Inside near the top.

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- i. Socks. Outside on top of the foot.
 - j. Sweater. Stamped on manufacturing label or use marking tape/label sewed on inside the back of sweater, below the neckband, with thread to match the sweater.
 - k. Trousers; Skirts; Slacks. Inside near the top.
 - l. PT Shorts. Inside immediately below the waistband.
 - m. Bag, Duffel. On the outside of the bottom of the bag.
12. Initial Issue from National Headquarters. All new Young Marine Recruits and new Registered Adults receive at no charge the following items:
- a. Young Marines
 - i. Upon Registration:
 - 1. 1-Young Marine Activity Guide (8, 9 and 10 year olds only)
 - 2. 1-Young Marines Basic Guidebook (Young Marines only)
 - ii. Upon graduation (database must be updated and invoice submitted):
 - 1. 1-Red National Young Marines T-Shirt
 - 2. 1-Belt Set (Web belt, brass buckle, and a pair of boot bands)
 - 3. 1-Young Marines OD Breast Patch
 - 4. 1-Young Marines Shoulder Patch
 - 5. 1-Camouflage Cover
 - b. Adults – Upon approval by NHQ
 - 1. 1-Unit Arch
 - 2. 1-Unit Commander Arch
 - 3. 1-Red National Young Marines T-Shirt
 - 4. 1-Belt Set (Web belt, brass buckle, and a pair of boot bands)
 - 5. 1-Young Marines OD Breast Patch
 - 6. 1-Young Marines Shoulder Patch
 - 7. 1-Camouflage Cover

All other uniform items used in the Young Marines program must be purchased from the National Headquarters or other designated source approved by the Unit Commander.

**REGISTERED ADULT MANUAL
APPENDIX B**

**GUIDELINES FOR THE SELECTION OF ADULT OF THE YEAR
AND
UNIT OF THE YEAR**

- 1) Purpose. The purpose is to provide commanders at all levels with guidance on:
 - a) Selecting the Adult of the Year.
 - b) Selecting the Unit of the Year.
- 2) Selection Criteria and Process for Adult of the Year. Selection of the Adult of the Year is an annual event that begins in September with the Unit Commanders forwarding their package for consideration up their chain of command and ending with the National Executive Director selecting the National Adult of the Year during the annual Adult Leaders Conference.
 - a) Every unit is encouraged to select a deserving adult within their unit. It is one of the highest honors the Young Marines program can pay to a Registered Adult in recognition for their outstanding participation, contribution, and personal achievement.
 - b) The specific requirements qualifying a candidate for Adult of the Year is provided below.
 - i) Adult continually goes above and beyond with unit activities, fundraisers, etc.
 - ii) Adult participates in 80% of all scheduled unit activities to include fundraisers and "off site" events.
 - iii) Adult participates in unit events for Red Ribbon Week, Veterans Appreciation Week, Memorial Day and Independence Day.
 - iv) Adult understands this program is for kids and keeps their interests, health and well-being first and foremost.
 - v) Must be a registered adult in the unit for a minimum of one year prior to selection.
 - c) Selection Process.
 - i) Unit Level. The Unit Commander selects adults from among their registered adult staff who are in good standing with the unit. If more than one is selected by the Unit Commander, then the chosen adults are nominated and selected by a vote of all unit registered adults in good standing within the unit. The adult receiving the majority of votes becomes the units Adult of the Year. In the event of a tie, the Unit Commander will cast the deciding vote. The Unit Commander then forwards the package containing the following items to their Battalion Commander and retains a copy of the package for their unit records.
 - (1) A full length color photo of the selected adult.
 - (2) A letter of positive endorsement from the Unit Commander noting the accomplishments of the selected adult.
 - (3) The deadline for the package to be received by the Battalion Commander is 31 October.
 - ii) Battalion Level. The Battalion Commander receives all the packages for his/her battalion and reviews them for appropriate content. **Only packages received by the deadline of 31 October will be considered.** The Battalion Commander will choose the best candidate and forward the package along with their letter of endorsement to their Regimental Commander so as to arrive no later than the deadline of 15 November.

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- iii) Regiment Level. The Regimental Commander receives all packages from their battalions and reviews them for appropriate content. **Only packages received by the deadline of 15 November will be considered.** The Regimental Commander will choose the best candidate and forward the package along with their letter of endorsement to their Division Commander so as to arrive no later than the deadline of 30 November.
 - iv) Division Level. The Division Commander receives all packages from their regiments and reviews them for appropriate content. **Only packages received by the deadline of 30 November will be considered.** The Division Commander will choose the best candidate and forward the package along with their letter of endorsement to the National Executive Director so as to arrive no later than the deadline of 31 December. Each Division Adult of the Year is invited to the annual Adult Leaders Conference where the National Adult of the Year selection is announced.
 - v) National Level. The National Executive Director receives one package from each division commander by the deadline of 31 December. **Only packages received by the deadline will be considered.** The National Executive Director will select the best candidate from among the six packages. The National Adult of the Year will be formally announced at the annual Adult Leaders Conference.
 - d) Recognition. Each level (unit, battalion, regiment, and division) should recognize their winner in some fashion, i.e.; trophy, plaque, certificate, etc. Additionally each level should forward photos and articles concerning the winners on their levels to National Headquarters for possible inclusion in the Esprit Magazine.
- 3) Selection Criteria and Process for Unit of the Year. Selection of the Unit of the Year is an annual event that begins in September with the Unit Commanders forwarding their package for consideration up their chain of command and ending with the National Executive Director selecting the National Unit of the Year during the annual Adult Leaders Conference.
- a) Every unit is encouraged to submit their package to their Battalion Commander. One of the highest honors the Young Marines program can pay to a deserving unit is to be named the National Unit of the Year.
 - b) The specific requirements qualifying a unit for Unit of the Year is provided below.
 - i) Must be a registered unit in good standing and have been so for at least one year.
 - ii) Unit has been compliant for the fiscal year.
 - iii) Unit re-registered on time.
 - iv) Unit's submitted roster matches the database roster.
 - v) Unit has fulfilled the quarterly Drug Demand Reduction Training.
 - vi) Unit has participated in events outside their normal venue such as:
 - (1) Red Ribbon Week
 - (2) Veteran's Appreciation Week
 - (3) Memorial Day
 - (4) Independence Day
 - (5) Encampments
 - c) Selection Process.

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- i) Unit Level. Unit Commanders will forward a letter for consideration listing the unit's accomplishments and activities for the past fiscal year to their Battalion Commander so as to arrive no later than the deadline of 31 October. **Only packages received by the deadline of 31 October will be considered.** This package will include the following:
 - (1) A color unit photo.
 - (2) A letter of positive endorsement from the Unit Commander noting the accomplishments of the unit.
 - (3) Supporting documentation such as newspaper articles, letters from local government officials, etc.
 - ii) Battalion Level. Battalion Commander receives all packages from their units and reviews them for appropriate content. **Only packages received by the deadline of 31 October will be considered.** The Battalion Commander will choose the best qualified unit and forward the package along with their letter of endorsement to their Regimental Commander so as to arrive no later than the deadline of 15 November. Battalion Commanders should include a list of battalion events of note the selected unit participated in, if any.
 - iii) Regiment Level. The Regimental Commander receives all packages from their battalions and reviews them for appropriate content. **Only packages received by the deadline of 15 November will be considered.** The Regimental Commander will choose the best qualified unit and forward the package along with their letter of endorsement to their Division Commander so as to arrive no later than the deadline of 30 November. Regimental Commanders should include a list of regimental events of note the selected unit participated in, if any.
 - iv) Division Level. The Division Commander receives all packages from their regiments and reviews them for appropriate content. **Only packages received by the deadline of 30 November will be considered.** The Division Commander will choose the best qualified unit and forward the package along with their letter of endorsement to the National Executive Director so as to arrive no later than the deadline of 31 December. Division Commanders should include a list of division events of note the selected unit participated in, if any. A representative from each of the Division's Unit of the Year will be invited to the annual Adult Leaders Conference.
 - v) National Level. The National Executive Director receives one package from each division commander by the deadline of 31 December. **Only packages received by the deadline will be considered.** The National Executive Director will select the best qualified unit from among the six packages. The National Unit of the Year will be formally announced at the annual Adult Leaders Conference.
- d) Recognition. Each level (beginning with battalion then regiment and division) should recognize their winner in some fashion, i.e.; trophy, plaque, certificate, etc. Additionally each level should forward photos and articles concerning the winners on their levels to National Headquarters for possible inclusion in the Esprit Magazine.
- 4) Desired Accomplishments of the National Unit of the Year. Competition for National Unit of the Year is very competitive. Accomplishments the National Executive Director is looking for are those that cast the unit in a community minded light such as participation in those events listed in 3 b) vi) above. Additionally how the unit's community views them is equally important therefore endorsement letters from their community officials should be included in the packages.

**REGISTERED ADULT MANUAL
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GUIDELINES FOR THE SELECTION OF YOUNG MARINE OF THE YEAR

1. Purpose. The purpose is to provide unit commanders at all levels with guidance on:
 - a. Selecting the Young Marine of the Year.
 - b. Describing how the unit selection process impacts the selection of the National Young Marine of the Year.
 - c. The duties and responsibilities of the National Young Marines Young Marine of Year.
 - d. The scholarship awards for the:
 - 1) National Young Marine of the Year.
 - 2) Six runners-up for National Young Marine of the Year.
2. Selection Criteria. Selection of the Young Marine of the Year is an annual event that begins in September with the selection of Unit Young Marines of the Year and in conjunction with unit re-registration. It ends with the Division Commanders selecting the National Young Marine of the Year during the Annual Adult Leaders Conference.
 - a. Every unit is encouraged to select a deserving Young Marine within their unit. It is one of the highest honors the Young Marines program can pay to a Young Marine in recognition for their outstanding participation, contribution, and personal achievement.
 - b. The specific requirements qualifying a candidate for Young Marine of the Year is provided in the Young Marines Awards Manual. An extract is provided for your convenience on page C-4.
 - c. Unit commanders shall use the Young Marines of the Year Evaluation Form, as well as, the criteria found in the Awards Manual in determining the Young Marine of the Year for their unit.
3. Young Marine of the Year Package. The package must include, but is not limited to, the following:
 - a. Letter of recommendation from unit commander
 - b. Letter of recommendation from each subsequent commander as the package moves up in the chain of command.
 - c. Copy of the Young Marine's record book (online report)
 - d. Photo of Young Marine (Full length in uniform with ribbons)
 - e. Young Marine of the Year – YM Awards Score Sheet (A sample of this form can be found on page C-8 - 9, Blank forms can be found in the Library on the database under YM Forms)
 - f. Essay. Topic – “What Young Marine of the Year means to me and how I will make a difference as Young Marine of the Year.”
 - g. Academics. Package will include a copy of the Young Marine's previous school year report card with a calculation of the Young Marine's cumulative grade point average (GPA). Home schooled Young Marines will include documentation to substantiate academic status and accomplishments such as test results of standardized testing such as the California Aptitude Test, etc.

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4. The Young Marine of the Year Selection Process.
- a. Unit Young Marine of the Year. The Young Marine Unit may select only one Young Marine of the Year who becomes eligible to compete for Battalion Young Marine of the Year. Only the Unit Young Marine of the Year is eligible to compete for Battalion Young Marine of the Year.
- 1) The Unit Young Marine of the Year shall:
 - a) Be selected by October of each year.
 - b) Have their package submitted to the Battalion Commander no later than 31 October to be eligible to compete for Battalion Young Marine of the Year.
 - 2) The Unit Executive Officer shall prepare and sign the documents for the Unit Young Marine of Year, if the Young Marine is related in anyway to the Unit Commander.
- b. Battalion Young Marine of the Year. The Young Marine Battalion may select only one Young Marine of the Year from among the Unit Young Marines of the Year within the battalion. The Battalion Young Marine of the Year is eligible to compete for Regimental Young Marine of the Year.
- 1) The Battalion Young Marine of the Year shall:
 - a) Be selected in early November of each year.
 - b) Have their package submitted to the Regimental Commander no later than 15 November to be eligible to compete for Regimental Young Marine of the Year.
 - 2) The Battalion Executive Officer shall prepare and sign the documents for the Battalion Young Marine of Year, if the Young Marine is related in anyway to the Battalion Commander.
- c. Regimental Young Marine of the Year. The Young Marine Regiment may select only one Young Marine of the Year from among the Battalion Young Marines of the Year within the regiment. The Regimental Young Marine of the Year is eligible to compete for Division Young Marine of the Year.
- 1) The Regimental Young Marine of the Year shall:
 - a) Be selected in late November of each year.
 - b) Have their package submitted to the Division Commander no later than 30 November to be eligible to compete for Division Young Marine of the Year.
 - 2) The Regimental Executive Officer shall prepare and sign the documents of the Regimental Young Marine of Year, if the Young Marine is related in anyway to the Regimental Commander.
 - 3) Separate Battalion. Separate battalions (battalions not subordinate to a regiment) may submit their Battalion Young Marines of the Year to compete for Division Young Marine of the Year, to their division no later than 1 December to be eligible for Division Young Marine of the Year.
 - 4) Separate Unit. Separate units (units not subordinate to a battalion or regiment) must contact their respective division commander to determine how their Young Marine of the Year may compete for Division Young Marine of the Year.


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- d. Division Young Marine of the Year. The Young Marine Division may select only one Young Marine of the Year from among the Regiments, Separate Battalions, and Separate Unit Young Marines of the Year within the division. The Division Young Marine of the Year is eligible to compete for National Young Marine of the Year.
- 1) The Division Young Marine of the Year shall:
 - a) Be selected in December of each year.
 - b) Have their package submitted to the National Headquarters **no later than** 31 December to be eligible to compete for National Young Marine of the Year.
 - 2) The Division Commander shall select the best qualified based on the objective merit and strength of each candidate's Young Marine of the Year Package submitted on their behalf by their respective unit, battalion, and/or regiment.
5. National Young Marine of the Year Selection. The Division Commanders select the National Young Marine of the Year from among the Division Young Marines of the Year.
- 1) The National Young Marine of the Year shall:
 - a) Be selected during the Adult Leaders Conference in the spring of each year.
 - b) The **National Young Marine of the Year Selection Committee** shall select the best-qualified candidate based on the merit and strength of each Young Marine of the Year Package and the result of a personal interview before the committee.
 - 2) The National Executive Director shall establish a **National Young Marine of the Year Selection Committee**. The Committee membership shall consist of the National Executive Director, as the Chairman, the six (6) Division Commanders and the current National Young Marine of the Year. Each member shall have one vote. Committee members shall use the Young Marine the Year Data Sheet and Evaluation Form to evaluate the merit and strength of each candidate's record and impression. An example of the Data Sheet and Evaluation Forms are provided on pages C-5 and C-6, respectively. Blank forms can be found in the Young Marine Database Library under Unit Assistance.
6. Desired Qualities of the National Young Marine of the Year. Competition for National Young Marine of the Year is very competitive and the six finalists are the best of our best. Qualities the committee is looking for are that of maturity, poise and confidence, accomplishment and achievements—in and outside the Young Marines program, proven leadership skills, and ability to speak in front of large groups about the Young Marines program. In other words, be a positive and influential representative of our program.
7. National Young Marine of the Year's Duties and Responsibilities.
- a. Primary Young Marines advisor to the National Executive Director and the Board of Director.
 - b. Must be able to travel in the United States and abroad, unaccompanied.
 - c. Chairs the annual Young Marines Leadership Conference.
 - d. Represents the Young Marines Program at various national events and activities. The activities and events are listed but are not limited to the following:
 - 1) Annual Adult Leaders Conference
 - 2) Annual National Marine Corps League Convention

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- 3) Junior, Senior, and Advanced Leadership Schools
 - 4) National Encampments
 - 5) Red Ribbon Week
 - 6) Young Marines Leadership Symposium
8. Scholarship Awards for Division and National Young Marines of the Year. A scholarship is awarded to the Division and National Young Marines of the Year. The scholarship is conditional. It is intended for use as tuition assistance for any accredited post-secondary education or training. Upon receipt of a letter of acceptance, the scholarship is paid directly to the school, institution or training center by the National Headquarters. The amount of the scholarship may vary from year to year:

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Award Type:	Personal	
Name of Award:	YOUNG MARINE OF THE YEAR (YMY)	
Order of Precedence:	I-8	
Lowest Issuing Authority:	Unit Commander	
Eligibility Requirements:	Awarded to a Young Marine who exhibits exceptional performance during the course of the past year beginning October 1 and ending September 30.	
Criteria:	<ol style="list-style-type: none"> 1. The selection criteria for Young Marine of the Year is provided in the Registered Adult Manual, Appendix C. 2. To justify this award, the Young Marine must have exhibited exceptional performance for the past year. Selection should not be judged solely on achievements, but on all areas of performance and personal conduct since joining the Young Marines. 3. The candidate as a minimum must: <ol style="list-style-type: none"> a. Be a member of the unit for one or more years. b. Attained at least one promotion. c. Have an outstanding attendance record. d. Have an outstanding conduct record. e. Pass all personnel inspections. f. Pass all Physical Fitness Tests. 	
Authorized Devices:	<p>National Young Marine of the Year is authorized to wear the National YMOY Rocker. Division Young Marine of the Year is authorized to wear the Division YMOY Rocker Gold Ribbon Frame – National Award Gold Palm 9/16” – Division Award Silver Palm 9/16” – Regimental Award Bronze Palm 9/16” – Battalion Award For unit award only Bronze Star (3/16”) for subsequent awards 3/16” Silver star worn in lieu of 5 bronze stars.</p>	

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NATIONAL YOUNG MARINE OF THE YEAR DATA SHEET (100 Points)

NAME: _____ **RANK:** _____ **DIVISION:** _____

- 1. Reporting: (5) (6) (7) (8) (9) (10)
- 2. Personal Appearance: (5) (6) (7) (8) (9) (10)
- 3. Bearing: (5) (6) (7) (8) (9) (10)
- 4. Essay: (5) (6) (7) (8) (9) (10)

5. YMOY – YM Awards Scoresheet:

- (100-149) (150-199) (200-249) (250-299) (300-349) (350 & higher)
- (5) (6) (7) (8) (9) (10)

6. GPA:

- (2.0/2.4) (2.5) (3.0) (3.5) (4.0/4.4) (4.5 & higher)
- (15) (16) (17) (18) (19) (20)

7. PFT Score:

- (200-249) (250-299) (300-349) (350-399) (400-449) (450-500)
- (5) (6) (7) (8) (9) (10)

8. Uniform Inspection: (5) (6) (7) (8) (9) (10)

9. Outside Activities: (Sports, School Organizations, Civic Groups, Volunteer Groups, etc)
(5) (6) (7) (8) (9) (10)

10. Comments/Subjective Evaluation:

Final Score: _____

Selection Board Members Signature: _____

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Young Marine of the Year – Awards Score Sheet Instructions

Purpose: This score sheet is intended to calculate the value of awards earned. It is to be included in the Young Marine of the Year packages as part of the tools used to determine the Young Marine of the Year at each level. Young Marine of the Year selection should not be based solely on this score sheet.

Instructions:

Step 1 – Basic Information

Enter Name, Rank and Division of Young Marine

Step 2 – Ribbons

For each ribbon earned placed the total number of ribbons in the 1st column.

Example – If a Young Marine earns the Musician Award with 2 Stars enter 3 in the earned field.

Example – If a Young Marine earns the Academic Achievement Ribbon but does not rate the Gold Lamp Device, place the total number of ribbons in the earned column next to the Academic Achievement Ribbon and leave the earned column next to the device blank.

Step 3 – Devices

For each ribbon that has a device (other than a Star or Higher Headquarters level) Place a “1” in the earned field next to the device listed. Use the highest device earned.

Example – If a Young Marine earns the Marksmanship Ribbon **only** for completing a Marksmanship Safety Course place a “1” in the earned column next to Marksmanship (No device). This will give you a total of 1 point for this entry.

Example - If a Young Marine earns the Marksmanship Ribbon with the Expert qualification place a “1” in the earned column next to Marksmanship with “Expert” and place a “1” in the earned column next to the device. This will give you a total of 3 points for this entry.

Step 4 – Totals

Each page will automatically total the score for that page. The combined total will automatically be calculated at the bottom of page 2.

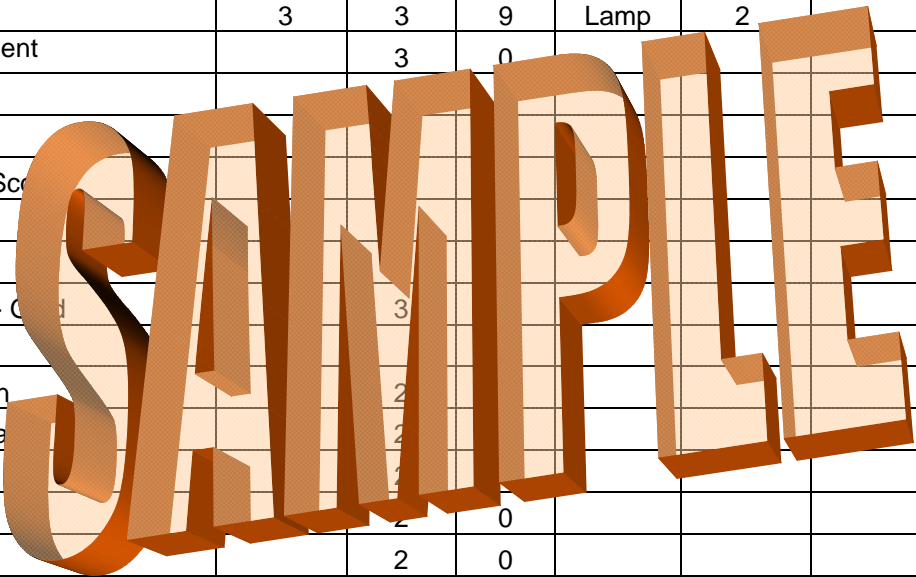
Step 5 – Print

Print the completed form and insert it the Young Marine of the Year Package.

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Young Marine of the Year - YM Awards Score Sheet

Name:				Rank:			Division:	
Personal Decoration:	Earned	Value	Total	Device	Earned	Value	Total	Comb. Tot.
Distinguished Order of Merit		5	0				0	0
Distinguished Service		4	0				0	0
Personal Commendation		4	0				0	0
Meritorious Service		4	0				0	0
Life Saving 1st Degree		4	0				0	0
Life Saving 2nd Degree		4	0				0	0
Life Saving 3rd Degree		4	0				0	0
Personal Achievement		4	0				0	0
Young Marine of the Year	4	4	16				0	16
Commendation of Merit		4	0				0	0
Honor Recruit	1	4	4				0	4
Presidential Vol. Service - Lifetime	1	4	4				0	4
Achievement Awards:								
Unit of the Year		3	0				0	0
Young Marine Sergeant Major		3	0				0	0
Young Marine 1st Sergeant		3	0				0	0
Good Conduct		3	0				0	0
Academic Achievement	3	3	9	Lamp	2		2	11
Young Marines Achievement		3	0				0	0
Salesman of the Year							0	0
Recruiter of the Year							0	0
Perfect Physical Fitness Score							0	0
Drill Competition							0	0
Perfect Attendance							0	0
Presidential Vol. Service - Gold		3					0	0
Service Awards:								
Distinguished Unit Citation		2					0	0
Young Marine Commendation		2					0	0
MCL Commendation		1					0	0
Young Marine Staff		2	0				0	0
Color Guard		2	0				0	0
Unit Chaplain		2	0				0	0
Veterans Appreciation	3	2	6				0	6
Outstanding Recruiter		2	0				0	0
Outstanding Salesman		2	0				0	0
Presidential Vol. Service - Silver		2	0				0	0
Total Page 1								41



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Young Marine of the Year - YM Awards Score Sheet								
Name:				Rank:			Division:	
Qualification Awards:	Earned	Value	Total	Device	Earned	Value	Total	Comb. Tot
Drug Demand Reduction	8	1	8	DEA	1	1	1	9
Senator J.H. Chaffee Conservation		1	0				0	0
Advanced Leadership	1	1	1				0	1
Senior Leadership	1	1	1				0	1
Junior Leadership	1	1	1				0	1
Community Service	5	1	5				0	5
CPR	1	1	1				0	1
Advanced First Aid	1	1	1				0	1
Physical Fitness (No Device)		1	0				0	0
Physical Fitness with Device "II"	1	1	1	II	1	1	0	2
Physical Fitness with Device "I"		1	0	I		2	0	0
Basic First Aid	1	1	1				0	1
Fire Prevention & Education	1	1	1				0	1
Swimming (No device)		1	0				0	0
Swimming with Device "II"		1	0	II		1	0	0
Swimming with Device "I"	1	1	1	I	1	2	0	3
Sportsmanship	5	1	5				0	5
Musician	1						0	1
Seamanship		1	0				0	0
Scuba		1	0				0	0
Advanced Field		1	1				0	1
Qualified Field			1				0	1
Orienteering			1				0	1
Land Navigation			1				0	1
Map & Compass			1				0	1
Communications	4		4				0	4
Marksmanship (No device)		1	1				0	1
Marksmanship with "Sharpshooter"		0	0	S		1	0	0
Marksmanship with "Expert"		1	0	E		2	0	0
Drill Team	1	1	1				0	1
Young Marine Encampment	3	1	3				0	3
Organized Unit Trip	5	1	5				0	5
Basic	1	1	1				0	1
Presidential Vol. Service - Bronze		1	0				0	0
Total Page 2								52
Combined Totals								93

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Standard Operating Procedures for Activity Medical Officers (AMOs)

1. Purpose. The purpose is to provide standard operating procedures for the Activity Medical Officers (AMOs). All units are required to follow the standard operating procedures regarding sickbay, medical screening for overnight activities or encampments, the dispensing of medication to Young Marines during Young Marine activities, incidents involving medication and injury reporting.
2. Registered Adult Qualification. Units need to find out what their state regulations are in regard to the AMO qualifications. Unit commanders should attempt to get as many registered adults trained in CPR and Basic First Aid as possible. Regardless of their qualifications, the registered adults dispensing medication to Young Marines must be:
 - a. A registered adult in good standing.
 - b. Designated as the Activity Medical Officer (AMO) in writing by the unit commander.
 - c. Familiar with and adhere to the procedures established in this appendix.
3. Sick Bay. The unit commander shall establish a sick bay (unit medical treatment facility) at all Young Marine activities for the purpose of dispensing medication, providing first aid, and treating minor injuries and illness. The unit commander will designate two qualified registered adults as the Activity Medical Officers responsible for the proper operation of the Sick Bay.
4. Medical Chest. Each Young Marine unit shall have a Medical Chest containing first aid supplies, equipment, the Medical Treatment Logbook, and blank Young Marines Medical Forms. When prescription medication is contained in the Medical Chest, it shall be locked and safeguarded at all times. Every effort must be made to ensure temperature sensitive medications are properly refrigerated. If this is not possible, the Young Marine requiring such medication should not participate in the activity.
 - a. Medical Content. Consult with qualified medical personnel and/or pharmacist on what best to place in the Medical Chest. Additional items may need to be added depending on the event or activity.
 - b. Medical Treatment Logbook. Maintain a loose-leaf binder to include the following forms for each Young Marine and Young Marine Recruit in your unit. These should be maintained in alphabetical order for easy reference. The forms are: Sick Bay Log (YMMEDFORM5), Authorization for Medical Treatment (YMMEDFORM1 & YMMEDFORM2), Health History (YMMEDFORM3), and a copy of the Physical Examination Form (YMMEDFORM4).
 - c. Young Marine Medical Forms. Keep blank copies of the following forms. The unit adjutant will have copies of these forms:
 - 1) Sick Bay Log (YMMEDFORM5)
 - 2) Authorization for Medical Treatment (YMMEDFORM1 & YMMEDFORM2),
 - 3) Medication Incident Report (YMMEDFORM6), Injury Report (YMMEDFORM7)
 - 4) Attending Physician's Statement (YMMEDFORM8)

Remember that information provided on all YMMEDFORMS are confidential and must be safeguarded at all times along with any prescription and over-the-counter medication.
5. Medical Screening for Overnight Activities or Encampments.
 - a. Prior to the Young Marine and/or Young Marine Recruit arrival:
 - 1) The unit commander or registered adult in charge (RAC) shall:

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- a) Appoint, in writing, the two activity medical officers (AMOs) for the event.
 - b) Designate an area for the sick bay.
- 2) The AMOs will:
- a) Ensure the medical chest is in the designated area
 - b) The medical logbook is up-to-date
 - c) Sick Bay is set up.
- b. Upon arrival **every** Young Marine and/or Young Marine recruit will report to Sick Bay to turn over medication to the AMOs and for medical screening.
- 1) Turning in Medication
- a) Over the counter medication must be in original container labeled with Young Marine or Young Marine Recruit's name and pertinent instructions.
 - b) Prescription medication must be in the original pharmacy container and properly labeled with the name of the Young Marine or Young Marine Recruit. Instructions on the bottle shall be adhered to unless a note accompanies medication from the prescribing physician to alter the dosage. **It is not up to the Registered Adults or AMO to decide if a Young Marine should be on medication or not; nor is it the duty of the Registered Adult or AMO to decide how much medication is given. Only a parent or the Young Marine's doctor can make those decisions. Follow the instructions on the label of the medication.**
 - c) Each Young Marine or Young Marine Recruit's Medication should be stored in a Ziploc Bag with the YM name written on the bag.
 - d) **If medication is not in the original container as described in a) and b) above then the Young Marine or Young Marine Recruit may not participate in that activity. Parents will be called and the Young Marine or Young Marine Recruit will be sent home.**
- 2) Medical Screening
- a) Review health history for past 6 months
 - b) Ask if Young Marine or Young Marine Recruit is currently having any health problems
 - c) Visually check hands and feet.
 - (1) Hands – Check for blisters, open wounds, infected nails, etc...
 - (2) Feet – Check for blisters, open wounds, ingrown toenails, athlete's foot, etc...
 - d) Results of Screening
 - (1) If the Young Marine or Young Marine Recruit is in good basic health they may continue to participate in the event or activity.
 - (2) If the Young Marine or Young Marine Recruit has a health issue the AMO will determine whether or not that Young Marine or Young Marine Recruit needs to be sent home or if they may continue with the event or activity and to what degree they may participate.

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6. Dispensing Medication. The following procedures shall be strictly adhered to when dispensing any type of medication (prescription or over-the-counter) to Young Marines or Young Marine Recruits.
 - a. General Information
 - 1) The unit commander or registered adult in-charge (RAC) shall establish a Sick Bay and designate, in writing, two registered adults as AMOs **prior** to the Young Marine activity. All participating adults shall be notified who the AMO is for the activity or event. **Only** assigned AMOs are authorized to dispense medication to Young Marines and Young Marine Recruits.
 - 2) **No medication may be provided without written permission by a parent or legal guardian.** If a Young Marine or Young Marine Recruit requires medication and permission is not on file, the Young Marine or Recruit shall be sent home.
 - 3) All medications must be contained in original container and all prescription medication must be in the original pharmacy container and properly labeled with pertinent instructions.
 - 4) The AMOs shall collect all medication from the Young Marines, Recruits and/or respective units for safekeeping and proper distribution.
 - b. Procedure.
 - 1) Prescription Medication during Multi-day/Overnight Activities.
 - a) The Young Marine or Young Marine Recruit requiring prescription medication reports to Sick Bay at the appointed hour with identification card and canteen or cup of water, as required.
 - b) Both AMOs shall be present at Sick Bay during the dispensing of prescription medication to Young Marines.
 - (1) AMO 1 confirms the identity of the Young Marine or Young Marine Recruit with AMO 2
 - (a) Signs in the Young Marine/Recruit in the Sick Bay Log (YMMEDFORM5).
 - (b) Confirms the parental/legal guardian consent, on Authorization for Medical Treatment, to dispense prescription medication, PART III (YMMEDFORM2)
 - (c) Confirms the name of medication, dosage, time and strength of medication, PART IV (YMMEDFORM 2) when read aloud by AMO2.
 - (2) AMO 2 obtains the appropriate medication container from the Medical Chest and read aloud to AMO 1 and Young Marine/Recruit the:
 - (a) Name on the medication container.
 - (b) Drug name, dosage, and times to dispense
 - (c) Provides the Young Marine/Recruit the proper dosage.
 - (3) Both AMOs verify the Young Marine/ Recruit consumed the medication before dispensing next medication.
 - (4) AMO1 records the medication, dosage and time in the Sick Bay Medication Log (YMMEDFORM5A). Both AMOs sign the log to verify medication was dispensed properly.

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- (5) Repeat Steps 1b through 4 as required, if same Young Marine/Recruit has more than one prescription medication required at that time.
 - (6) AMO 1 signs out Young Marine/Recruit in the Sick Bay Log (YMMEDFORM5) when dispensing of medication is completed.
- 2) Prescription Medication during Day and Field Activities. In activities and events where the medical chest is not practical, the AMOs may carry a field medical kit. The field medical kit is a portable version of the medical chest for foot-mobile activities consisting of essential first aid medical supplies and equipment and all prescription and essential OTC medication in original container, blank YMMEDFORMS and Medical Treatment Logbook.
- a) AMO 1 carries the field medical kit and AMO 2 carries the all prescription and OTC medication and Medical Treatment Logbook.
 - b) At the appointed hour, the AMOs establishes a Sick Bay.
 - c) The Young Marines/Recruits requiring prescription medication reports to Sick Bay with identification card and canteen or cup of water, as required.
 - d) Follow procedures established in paragraph 6.b.
- 3) Over-the-Counter (OTC) Medication.
- a) **No Young Marine or Young Marine Recruit shall be given over-the-counter medication without written permission from a parent or legal guardian in PART II of the Authorization for Medical Treatment (YMMEDFORM 1).**
 - b) If the Young Marine/Recruit is too ill to continue the activity:
 - (1) Inform the unit commander/registered adult in-charge.
 - (2) Immediately contact the Young Marines or Young Marine Recruits parents or legal guardian or emergency contact.
 - (3) Discuss what action is best for the ill Young Marine/Recruit and take appropriate action. If the Young Marine/Recruit needs to be sent home, do so with least amount of disruption to the other members of the unit. The unit commander should always plan for such contingencies, however, always error on the side of caution, good-sense, and safety.
 - c) When the Young Marine/Recruit visits sickbay for medical treatment. The AMO shall:
 - (1) Identify and sign-in the Young Marine/Recruit in the Sick Bay Log (YMMEDFORM5)
 - (2) Determine the nature of the illness or injury and document information provided by the Young Marine/Recruit or third party
 - (3) Determine appropriate treatment.
 - (4) If treatment requires dispensing over-the-counter drugs, refer to PART II of the Authorization for Medical Treatment (YMMEDFORM1) to determine parental/legal guardian consent.
 - (5) If consent is given and no restrictions are noted, carefully read the medication label for any age, weight, dosage, and other warnings and restrictions. If you are unclear about the medication instructions, consult with the parent or guardian before

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dispensing any medication.

- (6) If the Young Marine does not have a parental/legal guardian consent, make the Young Marine as comfortable as possible. If the Young Marine/Recruit is too ill to continue at the activity then the Young Marine/Recruit must be sent home.
 - (7) Document the nature of the illness or injury and the treatment provided in the Sick Bay Log (YMMEDFORM5) with appropriate AMO signature(s).
 - (8) Sign out the Young Marine/Recruit in the Sick Bay Log (YMMEDFORM5) when treatment is concluded and the Young Marine/Recruit is discharged from sickbay.
 - (9) Always advise the unit commander or RAC on the nature and seriousness of any illness or injury and whether a Young Marine/Recruit will need to be sent home or to the hospital.
- 4) Medication Incident Report. If a Young Marine/Recruit has a reaction to their medication or is given the wrong medication or dosage, the AMO must:
- a) Immediately notify the unit commander or registered adult in-charge of the incident
 - b) Complete the Medication Incident Report (YMMEDFORM6)
 - c) Keep the Young Marine/Recruit under observation
 - d) Advise the unit commander on a prudent course of action regarding local treatment or evacuation to a medical treatment facility. The unit commander must:
 - (1) Notify the Young Marine's or Young Marine Recruit's parent or legal guardian and ask for any special instructions.
 - (2) Determine proper action to ensure the safety and well being of the Young Marine/Recruit.
 - (3) File the Medication Incident Report (YMMEDFORM6) in Young Marine/Recruit's YMRB as part of the Young Marine's permanent record.

7. Important Points.

- a) The CO shall:
 - (1) Designate in writing two Activity Medical Officers (AMOs) to administer prescription and/or over-the-counter (OTC) medication to Young Marines in their Unit.
 - (2) Ensure that the AMOs have basic first aid and CPR qualifications.
- b) The AMOs shall:
 - (1) Be familiar with the procedures established herein.
 - (2) Collect and safeguard all prescription and OTC medication in original containers.
 - (3) Collect and file all Sick Bay Log (YMMEDFORM5) and Authorization for Medical Treatment (YMMEDFORM1 & YMMEDFORM 2) in the Medical Treatment Logbook.
 - (4) Record all visits to Sick Bay in the Sick Bay Log (YMMEDFORM5).

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- (5) **Dispense prescription and/or over-the-counter medication to Young Marines/Recruits with parental or legal guardian written consent only. Dispense the amount and dosage that is listed on the prescription. Do not alter without written notification from the physician.**
- (6) Record all dispensed prescription medication in Sick Bay Medication Log (YMMEDFORM5A).
- (7) Remember to return all unused prescription medication to the Young Marines/Recruits parent or legal guardian upon conclusion of the activity.
- (8) **The AMO shall have the final authority on whether a Young Marine/Recruit should:**
 - (a) **Participate in the activity**
 - (b) **Be restricted in participation of Activity**
 - (c) **Be sent home**
 - (d) **Be taken to the Hospital**

Remember the safety and welfare of the Young Marines/ Recruits come first.

- 8. Injury Report. All injuries to Young Marines, Young Marine Recruits or registered adults at an official Young Marine Activity requiring treatment at Sick Bay must be reported to the unit commander or registered adult in-charge, regardless of severity.
 - a. The unit commander/registered adult in-charge shall determine:
 - 1) What action must be taken based on the report by the AMO.
 - 2) Whether an official report is required to the National Headquarters.
 - b. The unit commander/registered adult in-charge shall notify the Young Marine/ Recruit's parent or legal guardian, as soon as possible, about the injury and the circumstances surrounding the injury regardless of how minor the injury. The unit commander will also disclose any treatment or action taken by the unit AMO or by a medical professional at medical treatment facility.
 - c. **If the injury or illness requires medical attention by a medical professional or a medical treatment facility**, an Injury Report (YMMEDFORM7) and Attending Physician's Statement (YMMEDFORM8) must be completed and mailed or faxed to the National Headquarters by the unit commander/registered adult in-charge of the Young Marine Activity. A copy of these forms should be kept in the Young Marine Record Book.
 - d. If you are not sure if you should submit an Injury Report (YMMEDFORM7) to National Headquarters, **complete it and send it!**

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YOUNG MARINES NATIONAL HEADQUARTERS

GRIEVANCE PROCEDURES

1. Purpose. The grievance procedure shall be used for any violation of the rules and regulations governing the Young Marines program. These include but are not limited to the By-laws, Registered Adult Manual, and other approved regulations that are or may be produced and approved by the National Headquarters. The grievance procedure shall not be used for:

- a. Personal issues with another registered staff member, Young Marine, or parent/guardian of a Young Marine.
- b. The purpose of effecting changes to the rules and regulations of the Young Marines program.
- c. The resolution of any complaint concerning Young Marine testing, promotions or advancement related topics by the parent/guardian when all rules and regulations have been followed by the registered staff.

Criminal acts such as assault, abuse, or anything considered unlawful should be reported to the local authorities immediately. Filing a grievance is not applicable for such acts.

2. The National Inspector General (IG). It is the role of the National Inspector General to try to resolve differences before a grievance commences. The IG will listen to issues and provide background information to assist in resolving the issues. The information may simply be a clearer understanding of the rules and regulations. In the event that the complainant wishes to proceed with a formal grievance, the IG will provide the names and addresses of the complainant's chain of command beyond that of the unit commander.

3. Procedures for Grievances. When a registered member, Young Marine, or parent/guardian of a Young Marine has a complaint that violates the rules and regulations of the program, the member shall first informally discuss the matter with the immediate chain of command within five working days from the date of the incident that generated the grievance. If, after this informal discussion, the complaint has not been satisfactorily resolved, the steps outlined below will be followed in the order in which they appear.

- d. Download the Grievance Form off the Young Marines website (www.youngmarines.com). Fill it out in its entirety. Attach any supporting documentation considered pertinent to the complaint and forward it to the unit commander within ten days following the informal discussion.
- e. The unit commander will review the grievance and prepare a response within seven working days from the time he/she receives the grievance. Remarks will be made in the appropriate sections of the form and returned to the complainant.
- f. If the response indicates that the rules and regulations of the organization have been followed, and the grievance has been satisfied, then the grievance process will terminate. If the response does not satisfactorily settle the grievance then the complainant can submit the form to the next level in the chain of command. The complainant will forward the grievance form within seven working days upon receipt from the unit commander.
- g. If the grievance was not satisfied, then the process will proceed to the next level with the same time frame for responding to and re-submitting the package.
- h. If the grievance package has run its course up through and including a review by the division commander, then the complainant may forward the package to the office of the National Executive Director.
- i. If the National Executive Director fails to satisfactorily resolve the issue, the final step would be to forward the grievance package to the Grievance Committee of the Board of Directors for the final review and decision on the complainant's grievance. The committee will review the grievance and

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determine if the merits of the grievance provide the basis for a committee review and investigation. Should such a review be conducted the committee may interview the complainant, or consider all documentation previously presented by the complainant, as well as all relevant decisions rendered by the cognizant levels of authority, prior to rendering the final decision. The committee decision is final and binding

- j. In all cases, copies of all pertinent paperwork, documents, and notes will be kept with the grievance form throughout the process.

4. Hearing Procedures. Hearings can be held at any step in the grievance process and are directed by the appropriate authority level. The procedure for this is as follows:

- a. The appropriate authority level finds cause for a hearing. He/she notes in the response that there is sufficient cause for a hearing and provides two dates to the complainant. The response must be returned to the complainant within seven working days. The complainant will inform the appropriate authority level of which date has been chosen. The appropriate authority level will comply with the date and notify the accused, if there is one, of the date of the hearing. The complainant will notify any witnesses he/she has of the hearing date.
- b. The hearing will be taped and all in attendance will be notified of such. Any person not wishing to be taped will be excused from the hearing process and their facts or evidence will be submitted by a hand-written statement. The consent of all to be taped must be recorded in this manner: "I name of individual understand that this hearing being conducted on date of hearing is being taped by an authorized recording device provided by the appropriate authority level and agree to proceed with the hearing having full knowledge of the recording of this hearing". The recording will become part of the procedure and will be sent from one appropriate authority level to the next if required.
- c. The appropriate level of authority is the convening body during the hearing and will control the hearing to maintain order and allow all parties to be heard. This authority will also ensure that only those directly connected to the complainant side and the accused side are allowed in the hearing. The following is an example of a grievance hearing:
 - 1) Appropriate level of authority – A grievance was submitted to _____ on _____. The issues of this grievance are _____. The relief the complainant wants is _____.
 - 2) Appropriate level of authority reads the decisions of any previous subordinate commanders and either agrees with the decisions and can show that the rules and regulations have been followed, or disagrees with the decisions and asks the complainant to present his/her case.
 - 3) The complainant presents his/her case to the appropriate authority level. The aggrieved can ask the witnesses questions and can have the witnesses give their accounts. The complainant is also allowed to ask the accused questions.
 - 4) Once the complainant has pled his/her case, the accused, if there is one, may answer in his/her defense, ask questions of the witnesses and have them give accounts, or may ask questions of the complainant.
 - 5) Once both sides have had the opportunity to plead their cases, the appropriate authority level will make any final comments, ask clarifying questions of either side, and may re-examine any testimony.
 - 6) The appropriate authority level will inform the hearing participants that the evidence submitted in the hearing will be weighed and a response will be sent to both sides. The hearing is then closed and all parties are free to leave.

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- 7) The appropriate authority level has 10 days to examine the evidence provided at the hearing only. He/she will base the decision on the information that was presented and forward a copy of the decision to both parties.

5. Settling a Grievance. When is a grievance settled? Certainly not when you get your own way. Grievances are not the venue for personal issues, but are for the purpose of ensuring the rules and regulations of the program are being enforced on any given level. The appropriate authority level settles a grievance in one of two ways.

- a. The appropriate authority level determines that there has been an infraction of the rules and regulations and responds to correct the issue, or

- b. Determines that there has been no infraction of the rules and regulations and renders a decision that the grievance is closed.

The complainant is bound by the same rules and regulations that all members must follow, therefore if a grievance is found to be without merit, and there is proof to show that, then the complainant must abide by the decision and consider the matter closed.

If the complainant following a step or a hearing still believes, beyond the evidence and wording of the rules and regulations, that he/she still has a justifiable grievance, then he/she may continue to the next step.

If it is determined at any point beyond the battalion level that the grievance is a personal issue or is frivolous in nature, that particular authority may ask the National Executive Director for an immediate dismissal of the complainant based on the malice nature of the grievance. (Only the National Executive Director has the authority to dismiss members from the organization).

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**YOUNG MARINES NATIONAL HEADQUARTERS
Grievance Form – page 1**

I. Grievance		
Member's name:		Member's Title:
Unit Name:	Unit Commander's Name:	Normal meeting dates & time:
Member's home address:	City & State:	Zip code:
Member's home phone:	Member's work phone:	Member's cell phone:
Member's Email Address:		Best time to contact by phone:
Date Grievance Occurred:	Member's role or duties at that time:	
The issues are (use attachments if necessary):		
The facts supporting this are (use attachments if necessary):		
The relief I want is (use attachments if necessary):		
Member's Signature:		Date signed:

II. Initial Step (to be used for unit, Bn, or Reg level)

Date received:		Postmark (if mailed):	
Commander's response:			
Commander's signature:	Date signed:	Commander's phone number: Home: Cell:	
Date received back by member:			
Member's response: (Circle one)	1. I agree with the response and this concludes my grievance.	2. I disagree with the response and advance my grievance to the second step.	
Member's comments (use attachments if necessary):			
Member's signature:			Date signed:
Member is responsible for having the grievance delivered to the next step within 10 days of their signature.			

III. Second Step (Division level if applicable)

Date received:		Postmark (if mailed):	
Commander's response:			
Commander's signature:	Date signed:	Commander's phone number: Home: Cell:	
Date received back by member:			
Member's response: (Circle one)	1. I agree with the response and this concludes my grievance.	2. I disagree with the response and advance my grievance to the second step.	
Member's comments (use attachments if necessary):			
Member's signature:			Date signed:
Member is responsible for having the grievance delivered to the next step within 10 days of their signature.			

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Grievance form – page 2

IV. Third Step (National Executive Director level if applicable)

Date received:		Postmark (if mailed):
National Executive Director's response:		
Signature & title:	Date signed:	Phone number:
Date received back by member:		
Member's response: (Circle one)	1. I agree with the response and this concludes my grievance.	2. I disagree with the response and advance my grievance to the second step.
Member's comments (use attachments if necessary):		
Member's signature:		Date signed:
The National Executive Director will forward this grievance and all pertinent documents to the Grievance Committee if required.		

V. Forth Step (Grievance Committee level if applicable)

Date received:		Postmark (if mailed):
Grievance Committee Chairman's response:		
Signature & title:	Date signed:	Phone number:
Date received back by member:		
Member's response: (Circle one)	1. I agree with the response and this concludes my grievance.	2. I disagree with the response and advance my grievance to the second step.
Member's comments (use attachments if necessary):		
Member's signature:		Date signed:
NOTE: The grievance committee's ruling is final and no further action is to be taken.		