



Adult Volunteer Manual



Release Authorization

This document is declared final and authorized for release.



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4/26/2025

Date



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All previous versions of this manual are obsolete.

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Revision History

DATE	SUMMARY OF REVISIONS
4/19/2025	<p>Replaces all previous versions of the Adult Volunteer Manual and Registered Adult Manual.</p> <ul style="list-style-type: none"> • All references to Battalions removed • HQYM contact information updated • Citizenship requirements updated • Adult Volunteer Manual Test requirement added • Guest Hold Harmless Agreement language added • AV transfer process modified • Social Security Number requirement removed • Higher HQ elections language removed • Unit Finance guidance removed and referred to the Unit Financial Management Manual • Public Relations Consultant removed from National support staff • Division regions updated • Male Staff Advisor requirement added • Chapter 5 updated to Tax Exemption, Auditing, and Funding • Use of swords policy added to Chapter 6 • YMOY requirements and procedures updated • YM and AV uniform regulations updated • Native American Indian grooming exemption policy added • Disciplinary Plan added • Youth Psychology updated • ADA section added • Medications procedures updated • Youth Protection updated • Chapter 12 DDR information updated <p>Contributors: Robert Willis, Patricia Bocanegra, Leigh Dick, Marie Smith</p>

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AUTHORIZATION

1. **Name** The official name of the organization is THE YOUNG MARINES OF THE MARINE CORPS LEAGUE, INCORPORATED. Hereinafter referred to as YOUNG MARINES.
2. **Authorization** The Young Marines was originally chartered by, and remains an affiliate of, the Marine Corps League and is operated as a separate youth educational, non-profit organization under Internal Revenue Service Code 501(c)(3), with contributions to the Young Marines eligible for tax deduction by the donor.
3. **Location** The principal offices of the Young Marines are located at Headquarters Young Marines, 17739 Main Street, Suite 250, Dumfries, Virginia 22026-3256
 - a. The primary mailing address for U.S. Postal Service / FedEx or UPS is:
Headquarters Young Marines
17739 Main Street, Suite 250
Dumfries, VA 22026-3256
 - b. The toll-free phone number for Headquarters Young Marines (HQYM) is 800-717-0060.

Extension numbers:

National Deputy Director	X207	Director of Finance	X205
Director of Administration	X204	Director of Strategic Communications	X209
Education and Training Manager	X208	Project Coordinator	X211
Regional Support Officer	X215	Regional Support Officer	X202

The FAX number is 202-315-3594.

4. **Fiscal Year** The Young Marine fiscal year is October 1st – September 30th.
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 nurture and develop 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.
 - d. We will uphold the Marine Corps' core values of Honor, Courage, and Commitment as well as the Young Marines' core values of Discipline, Leadership, and Teamwork.
 - e. We pledge to the parents to serve as positive role models to their children.
 - f. We get by giving.

8. **Objectives** The objectives of the Young Marines are to:
- a. promote the physical, moral, and mental development of its members
 - b. advocate a healthy, drug-free lifestyle through continual drug prevention education
 - c. instill in its members the ideals of honesty, fairness, courage, respect, loyalty, dependability, attention to duty, love of their God, and fidelity to our country and its institutions
 - d. stimulate an interest in and respect for academic achievement and the history and traditions of the United States of America
 - e. 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."

CHAPTER 1

RULES AND REGULATIONS

1. **Definitions**

- a. Rules – a set of explicit or understood regulations governing conduct or action within an organization or activity.
- 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 Adult Volunteers (AV) and Young Marines (YM).

- a. **Adult Volunteers** AVs registered with Headquarters Young Marines (HQYM) are covered by liability insurance provided by HQYM. 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 AVs, including former Young Marines wishing to register, are required to submit an Adult Volunteer Application and complete a background check (for specific information on the Adult Volunteer Application and how to apply see the Adjutant Manual or the National website (youngmarines.org)).

Adult Volunteers may not receive compensation from Young Marines funds for volunteer services.

1) **Qualifications for Adult Membership** Current adult members, or applicants for adult membership, must meet the following qualifications:

- a) Be at least 18 years of age and possess a high school diploma or equivalent.
- b) Maintain high moral standards and promote a healthy, drug-free lifestyle as outlined in Article II of the National By-Laws.
- c) Agree to abide by the By-Laws, rules, and regulations that govern the Young Marines.
- d) Be a United States citizen or meet USCIS immigration requirements, such as a lawful permanent Resident Alien ID (Green Card) or immigrant visa, and non-immigrant visa holders, such as student, diplomat, work or visitor. Undocumented immigrants are not eligible for membership.
- e) Pay all fees as prescribed by HQYM.
- f) Agree to submit regular background checks as prescribed and directed by the Young Marines and never have been convicted of a felony.
- g) Complete the Adult Volunteer Manual (AVM) test as part of the membership application.
- h) Submit all documentation as prescribed and directed by the Young Marines.

- i) Comply with all AV training required by HQYM.
- 2) **Categories of Adult Volunteers** There are three categories of AVs:
- a) **Elected**: AVs elected to the positions of Unit Commander and Executive Officer. Must be at least 25 years old to hold an elected position.
 - (1) The candidate for Unit Commander (UC) must be an AV and a Marine veteran, retired Marine with an honorable discharge, an active or reserve Marine in good standing, or an AV in possession of a waiver from the National Executive Director or Deputy Director.
 - (2) In the event the UC does not or is unable to fulfill the full the term of election, the National Executive Director or Deputy Director may waive this requirement for the individual who assumes command until the end of the current term. If the individual desires to run for an elected position in the next election, a waiver must be requested and approved prior to the election date. The waiver is valid until such a time as the National Executive Director or Deputy Director revokes it. Elections must still proceed as per the rules and regulations contained herein.
 - (3) Any AV may apply for a waiver, regardless of the availability of volunteers with a Marine Corps service background.
 - b) **Unit Staff (Appointed)** AVs appointed by the UC to the position of Adjutant, Financial Manager, Training Officer, Male or Female Staff Advisor, or other unit staff positions.
 - c) **Support Staff** All other AVs not otherwise holding a position as elected member or unit staff.
- 3) **Non-Registered Adult Volunteers**
- a) Adults who are not registered with the Young Marines hold no rights of membership and are not covered by Young Marines Liability Insurance.
 - b) Subject matter experts may be utilized for classes (i.e., Drug Demand Officers, Marines, educators, etc.). However, they must be supervised at all times by an AV member. Subject matter experts are not to be utilized as Recruit Training Instructors. **A Hold Harmless Agreement for Guest Participant should be completed (YMHHA_Guest is available in the YMDBS Library).**
 - c) 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 an AV member. See Chapter 9 of this manual for more information on Parent Support Groups.
- 4) **Rights and Relationship of Membership for Adult Volunteers**
- a) AVs may correspond with or request an audience with the National Executive Director via the chain of command.

- b) AVs have the right to see all financial records.
- c) AVs have the right to communicate directly with their Division Commander or Deputy Director for immediate concerns regarding child endangerment or inappropriate handling of finances.
- d) AVs have the right to expect that their profiles will remain confidential.
- e) No AV will be discriminated against based on race, religion, color, national origin, gender, age, or disability.
- f) All AVs have the right to contact HQYM for clarification of rules, regulations, policies, or intent of same.

HQYM: 800-717-0060.

- g) Adult Volunteer Transfers – AVs who wish to transfer to another unit must communicate their intention with the receiving unit. The receiving unit must submit a transfer request via the database. The departing unit then approves the transfer or provides notes describing any reason for a delay or disapproval. HQYM performs the final approval or denial of the transfer. Please refer to the Adjutant's Manual for complete instructions.
 - h) Inactivated Adult Volunteer – AVs that are inactivated in the database by order of the Unit Commander have only the right to vote in any election held before re-registration. Once re-registration is completed and submitted, the inactive AV is dropped from the unit's roster.
 - i) Nature of Relationship – The relationship created by the membership acceptance of an AV is an at-will relationship between the Young Marines organization and the AV. The relationship is not one of Employer-Employee, and none of the rights and benefits created by such relationship are created herein. The relationship may be terminated with or without cause at any time by either party. In such event, the relationship ends without any further recourse on the part of the AV in the event of termination by the organization except as may be specifically provided herein.
- b. **Youth Membership** Young Marines (YM) registered with HQYM are covered by accident insurance provided by HQYM.
- 1) **Qualifications for Youth Membership** Current youth members, or applicants for youth membership, must meet the following qualifications:
 - a) 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).
 - (1) If youth member turns 18 but has not graduated high school, they can remain in the program until the date of graduation. At that time, youth member is discharged from Young Marines (not to exceed 20 years of age).

- (2) If youth member has graduated high school but has not turned 18, youth members are eligible to remain in the program until 18th birthday. At that time, youth member is discharged from Young Marines.
- b) All youth members must have written consent from a parent or legal guardian.
 - c) Must be a United States Citizen or a legal resident with a current Resident Alien ID (Green Card), or possess a current, non-immigrant visa. Undocumented immigrants are not eligible for membership.
 - d) YMs must have physical exams updated annually to participate in any Young Marine activity, including drills, encampments, leadership schools, etc.
 - e) YMs must be actively enrolled in public, private, or certified home school and be in good standing (i.e., not expelled). Failure to maintain enrollment in one of the above is grounds for dismissal from the program. Disciplinary suspension or probation may be cause for inactivation or application denial.
 - f) Must have never been convicted of a felony, or misdemeanors involving weapons, drugs, child abuse, or violence.
 - g) Subscribe to the objectives and purposes of the Young Marines.
 - h) Pay all fees as may be prescribed by HQYM.

2) Rights of Membership for Young Marines

- a) YMs may correspond with or request an audience with the National Executive Director via appropriate chain of command.
- b) YMs have the right to review their physical Young Marine Record Book (YMRB) upon request.
- c) YMs have the right to communicate directly with their Division Commander or Deputy Director for immediate concerns regarding child endangerment or inappropriate handling of finances.
- d) YMs have the right to expect that their personal information (files) will remain confidential.
- e) No YM will be discriminated against based on race, religion, color, national origin, gender, or disability.
- f) YMs have the right to participate in outside activities (i.e., 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 or designated representative.
- g) All YMs have the right to contact HQYM for clarification of Rules, Regulations, Policies, or their intent via the chain of command.

HQYM: 800-717-0060

- 3) **Transfer of Membership** The transfer of membership from one unit to another is permissible. Records, registration, insurance, and fees are transferable. The transfer request is performed through the database and takes place with current Unit Commander approval. Young Marines never repeat recruit training once they have graduated.

If transfer is made after re-registration period and Young Marine was not re-registered with the original unit, then Young Marine will be re-registered by the new unit and the registration fee applied.

- 4) **Surrendering the YM Record Book and YM gear** The YMRB is the property of the Young Marine and his/her parent/legal guardian, 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 30 days. Young Marine gear (uniform, ribbons, hydration system, etc.) that the YM and their parents/guardians have paid for belong to the YM, and they may keep it.

5) **Disposition of Junior ROTC Members and Former Members**

- a) Unit Commander may waive the minimum guidebook objectives promotion requirements cited in the Promotion Policy for members and former members of federally sanctioned Armed Forces Junior Reserve Officer Training Corps (JROTC) programs.

(1) Waivers only apply for YM Private First Class to YM Corporal.

(2) Upon completion of the conditions of the waiver the Young Marine may be promoted to the highest equivalent rank not to exceed YM Corporal.

(3) The conditions of the waiver are as follows:

(a) Enter the Young Marines program as a YM Recruit.

(b) Complete Young Marine Recruit Training.

(c) Present a letter of reference from the JROTC Instructor denoting their conduct, last scholastic grade, and highest rank attained as a member of the program.

(c) Pass the National Basic Exam (YM Lance Corporal Rank only).

3. **Unit Government, Elections, and Voting**

- a. The Young Marines unit is led by the Unit Commander and assisted by the Executive Officer and the unit and support staff.
- b. The term of office for Unit Commander and Executive Officer is two years.
- c. An election for the office of Unit Commander and Executive Officer must be conducted online every two years during the month of February, in even numbered years. AVs

listed on the unit's roster will be notified of this election in writing via email and/or text 10 days prior to the scheduled regular election. Election notification will include all AVs, active or inactive. All AVs, active or inactive, are eligible to vote. Elections will be held on even numbered years regardless of when position of Unit Commander or Executive Officer was assumed. Units not completing elections on even numbered years by February 28th will be non-compliant which will result in access to the YM database being denied. Results of the election will take effect March 1st. The UC Statement of Agreement must be completed in the YMDBS by March 10th.

- d. A complete elections tutorial is available in the Library. The Library can be accessed via the Young Marines Database or the Members website.

e. **Temporary and Permanent Absences of Elected Members**

- 1) **Temporary Absence** Extended absence with plans to return prior to end of elected term:

- a) Unit Commander Absence

- (1) Executive Officer will assume the duties of Unit Commander until the Unit Commander returns.
 - (2) A special election will be held in accordance with special elections procedure below to determine an acting Executive Officer.

- b) Executive Officer Absence

- (1) A special election will be held in accordance with special elections procedure below to determine acting Executive Officer.

- 2) **Permanent Absence** Extended absence that exceeds end date of elected term:

- a) Unit Commander Absence

- (1) Executive Officer will assume duties of Unit Commander for duration of elected term.
 - (2) A special election will be held in accordance with special elections procedure below to determine new Executive Officer.

- b) Executive Officer Absence

- (1) A special election will be held in accordance with special election procedures below to determine new Executive Officer.

In all cases, the Demographics section in the database must be updated and UC Statement of Agreement completed within 10 days of the date of the change.

- f. **Special Elections** Historically, a special election occurs when there is cause for removal of a Unit Commander or Executive Officer. A special election is authorized at any time when a two-thirds majority of the voting members (AVs – active and inactive)

and/or a Unit Commander schedules a special election before completing the term. AVs can initiate a special election by an anonymous online petition via the Elections icon on the www.youngmarines.org member account page. Such elections are subject to the procedures described below:

- 1) Once an online petition for a special election is initiated, all eligible AVs will be notified via email and/or text message as listed in the member's personal information profile. AVs will indicate if they agree or disagree with the petition within the elections page.
 - 2) The petition will have 15 days to gain a two-thirds majority of a unit's eligible AVs at the time of the petition. If after 15 days the two-thirds majority is not reached, the petition will be closed. Once a two-thirds majority is reached, a 10-day nomination period will open for AVs to submit their nominations, at which point AVs have a 10-day voting window to cast their vote.
- g. The Unit Commander and Executive Officer are elected by a simple majority vote of all AVs who have submitted votes during the online election process. All votes are cast using an online secret ballot system.

4. **Higher Headquarters (Regiment, Division, and National)**

- a. Refer to the National By-Laws and Young Marines website for additional information and requirements in relation to the Board of Directors.
- b. The National Executive Director appoints Division Commanders (DC). Division Commanders appoint their Assistant Division Commander (ADC).
- c. DCs will appoint their Regimental Commanders. Regimental Commanders will select their Regimental Executive Officers.

5. **Meetings** The Unit Commander (UC) shall:

- a. Set a time and place for regular unit meetings and schedule them in advance on the unit's training calendar.
- b. Schedule as many extra activities (in addition to 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 National, Division, Regiment, and multi-unit events and activities.
- d. Convene a meeting of the unit/support staff (at least quarterly) and general parents meeting at least semi-annually. A unit financial report **must** be presented at these meetings.
- e. Attend all meetings called by 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.

- f. Ensure the Executive Officer convenes a unit promotion board as required for all promotions. At a minimum, the promotion board members will consist of the Executive Officer (XO), a Young Marine senior in rank to those standing on the board, and at least one other AV. (When there are not enough senior YMs, that slot will be filled by an AV). The promotion board will not be comprised of any relatives of Young Marines seeking promotion, even as observers. The promotion board reviews:
 - 1) The overall performance, merits, and conduct of each Young Marine with verification of all YM Guidebook objectives, specified awards, promotion test passed (if required), and leadership schools (if required) being completed to determine qualification for promotion to next higher YM rank.
 - 2) Recommendation for promotion shall be presented to the Unit Commander by the XO. The Unit Commander has final authority on whether the YM is promoted. If not recommended by the promotion board or the UC, the YM should be informed privately as soon as the board is completed.
 - 3) Refer to the Training Manual (TM) for the complete Promotion Policy.

6. **Adult Volunteer Code of Conduct (AVCC)**

a. **Use of Physical Force, Verbal Abuse, Profanity, and Defamatory Remarks**

Physical force, verbal abuse, and hazing are prohibited. Profanity or defamatory remarks are prohibited and will never be used in the presence of Young Marines and Young Marine recruits (YMR).

- 1) **Physical Force** Physical force is the physical touching, holding, or striking of another with any object for purpose of restraining and/or inflicting pain. Physical force shall never be used to instruct, correct, or discipline YMs or YMRs. However, a minimum of physical force may be used under four conditions:
 - a) May be used to break up a physical altercation.
 - b) May be used to protect others.
 - c) May be used to protect yourself.
 - d) May be used to protect a YM or YMR from harming themselves.
- 2) **Verbal Abuse** Verbal abuse is a direct or indirect expression by word of mouth, written communication, body language, verbal, 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 YMs or YMRs.
- 3) **Defamatory Remarks** Defamatory remarks are generally offensive and intended to purposely disparage targeted individuals and groups of a racial, gender, religious, social, political, or ethnic nature.
- 4) **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. As a responsible adult, be watchful of anything that may be considered hazing as defined above and stop the action immediately.

Examples: there are many forms of hazing.

- a) Pet names (ex. – Killer, Einstein, Maggot) are considered hazing and will not be tolerated.
- b) Verbally berating and/or belittling a YM, Young Marine Recruit, or AV is considered hazing and will not be tolerated.

b. Use of Illicit Drugs, Alcoholic Beverages, and Tobacco Products

- 1) The use of illicit drugs by any member of the Young Marines program will not be tolerated. This includes the use of medicinal or recreational marijuana.
- 2) 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.
- 3) Tobacco products of any kind may not be used in the presence of Young Marines.
- 4) Young Marines shall not use illicit drugs, misuse over-the-counter or prescription medication, consume alcoholic beverages, or use tobacco products.

c. Annual Adult Volunteer Code of Conduct (AVCC) reviews

- 1) Unit Commanders will ensure that all unit AVs are provided a copy of the AVCC, and that each AV reviews the AVCC during the annual re-registration process.
- 2) All levels must submit (unit, regiment, division, national).

7. **Grievances** 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 By-Laws, Adult Volunteer Manual, Policy Memorandum and other approved regulations that are or may be produced and approved by the HQYM. The grievance procedure is not for the following:

This should not be used for personal issues with another AV member, Young Marine, or parent/guardian of a Young Marine.

This should not be used for purpose of effecting changes to the rules and regulations of the Young Marines program.

This should not be used for 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.

- a. **The Deputy Director** It is the role of the Deputy Director to assist subordinate commanders with trying to resolve differences before a grievance commences or with assisting them in resolving at their level if asked by those commanders. Any contact by the complainant with the Deputy Director or the National Executive Director should not occur until subordinate command elements have their opportunity to adjudicate the grievance. 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 Deputy Director will provide the names and addresses of the complainant's chain of command beyond that of the Unit Commander if required.
- b. **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 (UC) 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.
 - 1) Download the Grievance Form from Young Marines website. Fill out the form in its entirety. Attach any supporting documentation considered pertinent to the complaint and forward it to the Unit Commander within 10 days following the informal discussion.
 - 2) The Unit Commander will review the grievance and prepare a response within seven days of the time received. Remarks will be made in the appropriate sections of the form and returned to the complainant.
 - a) 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 resolve 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.
 - 3) The next level in the chain of command will then have the same time frame for responding to and re-submitting said package.
 - 4) 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 Deputy Director. The Deputy Director will review all materials, ask questions of any involved with the proceedings, write a summary paper with recommendations to the National Executive Director (NED) and review with the NED their recommendations for final decision if required. The NED's decision is final and binding.
 - 5) If the grievance is regarding and/or involves the NED or Deputy Director, the issue will be submitted to the Board of Directors at board@youngmarines.org.

- 6) In all cases, copies of all pertinent paperwork, documents, and notes will be kept with the grievance form throughout the process. After the final resolution, the Deputy Director at HQYM will keep all electronic and paper files.
- c. **Hearing Procedures** Hearings can be held at any step in the grievance process and are directed by the appropriate command elements authority. The procedure for this is as follows:
- 1) The Division Commander will receive and review all pertinent paperwork, documents and notes pertaining to the grievance and determine within seven days if there is cause for a hearing. The Division Commander will note in the response if there is sufficient or insufficient cause for a hearing. The Division Commander may identify areas, have questions, and require additional documentation etc. from the Regimental command element. In these cases, Regimental Commanders have seven days to provide their response to their division. If the Division Commander finds there is cause for a hearing, the Division Commander will provide two hearing dates for the complainant of which to select for a hearing. The response must be returned to the complainant by the Division Commander no later than ten days from receipt and review of the grievance. The complainant will inform the appropriate authority level of which date has been chosen. The appropriate command elements authority will comply with the date and notify the subject, if there is one, of the date of hearing. The complainant will notify any witnesses they may have of the hearing date.
 - 2) The Division hearing will be recorded 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 is being conducted on date and is being taped by an authorized recording device provided by the Division Commander and agree to proceed with the hearing having full knowledge of the recording of this hearing". The recording will become part of the entire hearing procedure and archived at HQYM along with all documentation upon conclusion of the grievance.
 - 3) The appropriate Division Commander or Assistant Division Commander is the convening authority 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 subject(s) side are allowed in the hearing. The following is an example of a grievance hearing:
 - a) Division Commander, A grievance was submitted to _____ on _____. The issues of this grievance are _____. The relief the complainant wants is _____.
 - b) The hearing 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 their case.

- c) The complainant presents their case to the hearing authority. The complainant can ask the witnesses questions and can have witnesses give their accounts. The complainant is also allowed to ask the subject(s) questions.
 - d) Once the complainant has presented their case, the subject(s), if there are any subject(s), may answer in their defense, ask questions of the witnesses and have them give accounts, or may ask questions of the complainant.
 - e) Once both sides have presented their cases, the hearing authority will make any final comments, ask clarifying questions of either side, and may re-examine any testimony.
 - f) The hearing authority will inform the 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.
 - g) The hearing authority has 10 days to examine the evidence provided at the hearing only. They will base their decision on information that was presented and forward a copy of the decision to the complainant and subject(s) and the Deputy Director.
- d. **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 by any given command elements authority. The appropriate command elements authority settles a grievance in one of four ways.
- 1) The appropriate command elements authority determines that there has been an infraction of the rules and regulations and responds to correct the issue, or
 - 2) It's determined 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.
 - 3) If the complainant following a step or a hearing still believes, beyond the evidence and wording of the rules and regulations, that they still have a justifiable grievance, then they may continue to the next step.
 - 4) If it is determined at any point beyond the battalion level that the grievance is a personal issue or frivolous in nature, the particular command element, via their Division Commander, may request the Deputy Director review for an immediate dismissal of the complainant's grievance based on the inappropriate nature of the grievance. In all cases the Deputy Director will brief and consult with the NED and a decision will be rendered. (Only the National Executive Director or the Deputy Director have authority to dismiss members from the organization.)

HEADQUARTERS YOUNG MARINES Grievance Form

I. Grievance		
Complainant's Name:		Complainant's Title:
Unit Name:	Unit Commander's Name:	Normal meeting dates & time:
Complainant's Home Address:	City & State:	Zip Code:
Complainant's Home Phone:	Complainant's Work Phone:	Complainant's Cell Phone:
Member's Email Address:		Best time to contact by phone:
Date Grievance Occurred:	Complainant'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):		
Complainant's Signature:		Date signed:

II. Initial Step (to be used for Unit or Regiment level)

Date received:		Postmark (if mailed):
Commander's response:		
Commander's signature:	Date signed:	Commander's phone number: Home: Cell:
Date received back by Complainant:		
Complainant'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.
Complainant's comments (use attachments if necessary):		
Complainant's signature:		Date signed:
Complainant is responsible for having the grievance delivered to the next step within 10 days of their signature.		

III. Second Step (Regiment or 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:		
Complainant'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 third step.
Complainant's comments (use attachments if necessary):		
Complainant's signature:		Date signed:
Complainant is responsible for having the grievance delivered to the next step within 10 days of their signature.		

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

Date received:		Postmark (if mailed):
National Executive Director's response:		
Signature & Title:	Date signed:	Phone number:
Date received back by member:		
Complainant'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 fourth step.
Complainant's comments (use attachments if necessary):		
Complainant's signature:		Date signed:
The National Executive Director will forward this grievance and all pertinent documents to the Grievance Committee if required.		

8. **Unit Finances**

Although the Young Marines organization consolidates all unit and HQ finances annually for an independent audit and for IRS reporting, each unit must conduct independent financial operations and recordkeeping. This consists of opening unit bank account(s) and reporting financial transactions in the Young Marines database. The unit will incur expenses and collect funds for various reasons/activities. The procedures to be followed for all financial activities are detailed in the Unit Financial Management Manual (UFMM), which can be found in the YM CMS. Examples of the procedures that are found in the UFMM are:

- a. Reimbursement policy and procedure (from HQ and from your Unit)
- b. Opening and maintaining a bank account
- c. Reporting monthly financial activity
- d. Billet roles and responsibilities for financial activity
- e. Closing unit bank accounts and financial records
- f. Supporting documentation and recordkeeping

9. **Emblem and Young Marines Seal** Units are authorized to use the Young Marines emblem and seal on:

- a. Official unit stationary, for purpose of official correspondence, is allowed.
- b. Displays during the conduct of authorized Young Marines functions, events, and activities are allowed.
- c. Please see the Branding and Marketing section of the website (youngmarines.org) for more information.

10. **Change of Status (Units, Regiments, and Division)**

- a. The Commander must update the Unit, Regiment, or Division Demographics anytime the meeting location, mailing address, shipping address, point of contact information, or other vital information changes.
- b. In the event the Unit is noncompliant, inactivated or suspended, access to the YMDBS is locked out, and all activities involving YMs (drill, community service, PT, encampments, etc.) are prohibited until the issue or issues are resolved. Activities may resume when the Unit is reactivated and no longer locked out of the YMDBS.

11. **Dissolution** When a command element (unit, regiment) dissolves of their own accord, the Division Commander and HQYM (ymdbs@youngmarines.org) must be notified in writing by email. The commander must then complete the Unit Termination form found in the database under Library/Admin and submit to HQYM by email or Fax.

- a. **Young Marines Unit** Upon dissolution of a Young Marines unit and after all outstanding obligations are met, the unit's financial assets will be sent to the HQYM, where it will be

held in escrow for one year from the date of dissolution. Once funds have been transferred to HQYM, Unit Commander must continue to submit Monthly Financial Reports until the final bank statement showing account closed has been submitted.

Upon the dissolution of Young Marines unit, all physical property will be distributed to any other established, compliant Young Marines unit the dissolved unit wishes to give it to. Unit colors and unit guidon are to be mailed to HQYM. The next Higher Headquarters will assume custody of equipment when deemed appropriate.

- b. **Higher Headquarters** Upon dissolution of a Higher Headquarters, all assets shall transfer to the HQYM after all outstanding obligations are met. The same process for dissolving a unit will apply to regiments.
- c. **Procedure for Units Being Shut Down by HQYM**
 - 1) HQYM shall notify the Division Commander to deactivate, shut down, or close a unit.
 - 2) The Division Commander will conduct the following:
 - a) Review the last three (3) bank statements of all bank accounts in use by the unit showing balances and transactions to determine if significant amounts of funds were removed from any of the accounts prior to the unit disbanding. Some units maintain multiple accounts, so all account information will need to be provided.
 - b) Review the unit's 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.
 - 3) The Division Commander shall provide the Regiment Commander instructions to deactivate the unit in accordance with the Adult Volunteer Manual 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 HQYM 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 assets (property and monies) that were raised or purchased during the time of existing unit belong to existing unit. Any unit formed 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 its name, they will be responsible for the cost of new flags, new arches, and any old arches in stock at distributor. Name changes will only be considered if they reflect a prominent geographical name; state, county, river, city, parish, etc. All name changes need to be approved by HQYM.
- 14. **Changes to Rules and Regulations** Any changes, modifications, or alteration of these Rules and Regulations are subject to the approval of the National Executive Director and the Board of Directors.
 - b. Rules and Regulations must be consistent with the National By-Laws and Directives.

- c. Rules and Regulations may be repealed, modified, altered, amended, or new rules and regulations adopted by the Young Marines Board of Directors and/or the National Executive Director.
 - d. Written notice of changes in the Rules and Regulations will be provided to each Unit Commander and posted on the National website.
 - e. Rules, regulations, and policy memorandums in all manuals/documents published by HQYM must be adhered to for all events.
 - f. All command levels may make a policy; however, any policy may not change any National level rule, regulation, policy, or By-Law or its intent.
15. **Procedures for Submitting Changes** AVs may petition HQYM for changes to the Rules and Regulations located in manuals or Young Marines guidebooks. Forward change request to HQYM: Attention Deputy Director. The change request form is in YMDBS Library.
16. **Young Marines Participation on Reality Television** The Young Marines consistently garners positive media coverage through their good work in instilling our core values of Teamwork, Leadership, and Discipline; as well as community service efforts on local and national levels. With the ever-growing popularity of reality television shows, the Young Marines have also been contacted by various media outlets, often with generous monetary payouts associated with their participation.
- a. No member of the Young Marines, youth or adult, shall participate in Reality Television while representing themselves as a member of the Young Marines without the written consent of the Young Marines National Executive Director or Director of Strategic Communications. If contacted by a casting director or producer of a reality television program, whether on a national or local level, this policy directs members of the Young Marines to contact HQYM at once for consideration of written consent to participate.
 - b. Requests to participate in any reality television programming while representing the Young Marines will be taken on a case-by-case basis. Permission will be granted by the National Executive Director only!
 - c. The written consent from HQYM does not imply that units need written permission to contact their local media outlets for purposes of covering unit sponsored events and activities.
17. **Political Rallies and Candidate Support Procedures** The Young Marines is a nonprofit, 501(c) 3 youth services and education organization that receives federal funding. As such, our organization and all similarly funded organizations are prohibited from publicly showing their support for any candidate running for any political office or attending rallies that are politically charged and designed to address or advance a political candidate or agenda, while in uniform (Young Marines or AV) and representing the Young Marines program.
- a. No unit or registered member of Young Marines may demonstrate their support for a candidate running for any elected position while wearing the uniform of the Young Marines, including any clothing that indicates association with Young Marines, such as unit t-shirts or polo shirts. Furthermore, no unit or registered member of the Young Marines may participate in a rally that suggests supporting a political candidate or

agenda while wearing the uniform of the Young Marines. We must avoid any actions (dress, signage, web content, etc.) that could be viewed or thought of as supportive of a candidate, party, or political cause. This policy extends to AVs and to YMs. Failure to adhere to the prescripts of our 501(c) 3 "not-for-profit" could result in the loss of our programs federal tax status. Any unit failing to comply with this policy will immediately surrender their charter and will remain in suspended status pending the outcome of an inquiry. Individuals will face similar actions.

- b. This policy extends to any social media sites for Young Marines business. This policy does not extend to personal social media sites not connected to the Young Marines or Young Marine units.
- c. This policy applies only to YMs and AVs, when they are wearing the Young Marines uniform or any Young Marines garment bearing the Young Marines logo at such events. Nothing in this policy restricts in any way the rights of Young Marines members and volunteers to engage in political activity when they are not representing the Young Marines organization. This includes registration and voting, contributing money to candidates and political causes, attending political functions, and expressing political opinions on candidates and issues. Restrictions only apply when engaging in activity where it may reasonably be inferred that they are representing the Young Marines organization.
- d. This does not apply to support given to an elected official in office during publicly recognized events (i.e. Veterans Day color guards, etc.).

CHAPTER 2

YOUNG MARINES ORGANIZATION

1. **Board of Directors** The Board of Directors (BOD) governs the Young Marines program. The Board of Directors is responsible for policy-making and oversight of the National Young Marines Program.
 - a. The Board consists of a minimum of five and a maximum of fourteen voting members that includes National Executive Director/Chief Executive Officer (CEO). Members appointed by the BOD are ex-officio members (non-voting); two of which are the Deputy Director and the MCL Liaison Officer appointed by the Marine Corps League Board of Trustees.
 - 1) The National Executive Director is hired by and serves at the direction of the Board as the Chief Executive Officer responsible for the day-to-day operations of the National Young Marines Program.
 - 2) Appointed members of the Board serve at the direction of the Chairman of the Board. They bring knowledge and experience that benefits the National Young Marines Program.
 - 3) The Marine Corps League Liaison is appointed by the Marine Corps League National Board of Trustees with the consent and concurrence of the Young Marines Board of Directors and at the direction of both Boards.
 - b. Please refer to the National By-Laws for more details. The National By-Laws may be downloaded from the Young Marines website or YMDBS Library.
2. **Headquarters Young Marines (HQYM)** The HQYM consists of the National Executive Director, national executive staff, national support staff, and National Young Marine of the Year (NYMOY). The National Executive Director serves as Chief Executive Officer for the Young Marines program and directs daily actions of the HQYM staff, six Division Commanders, and the NYMOY. 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.
 - a. The national executive staff supports the National Executive Director in day-to-day operation and consists of:

National Deputy Director	Director of Finance
Director of Administration	Director of Strategic Communications
Education and Training Manager	Finance Manager
Regional Support Manager	Program Manager
 - b. National support staff is comprised of volunteers and paid consultants who provide limited and very specialized support. They include but are not limited to:
 - 1) CPA, Auditors, and Accountants

- 2) Information Technology Consultant
 - 3) Web Master Consultant
 - 4) Print & Marketing Consultants
 - 5) Six appointed Adult Volunteer Division Commanders
3. **Divisions** The National Young Marines Program is divided into six geographical divisions within the continental United States. Units outside the continental United States fall under HQYM.
- a. Division 1 (Northeast), Division 2 (Southeast), Division 3 (Midwest), Division 4 (Mid-South), Division 5 (North West), and Division 6 (South West).
 - b. The National Executive Director appoints the Division Commanders and they serve at the direction of the National Executive Director. Division Commanders appoint an Assistant Division Commander, approved by the NED, and may appoint a staff such as Division Adjutant, etc.
 - 1) Division Commanders are the senior Young Marine Officials for the divisions and they are responsible to the National Executive Director and Deputy Director for all matters pertaining to the mission, purpose, and objectives of the Young Marines program in their respective division.
 - 2) The Division Commander provides the leadership, supervision, guidance, and assistance to subordinate Unit Commanders as requested through the Regiment Commanders.
 - 3) All Unit and Regiment Commanders within the division are subordinate to the division. There are no division By-Laws.
4. **Regiments** A Young Marine regiment is a Higher Headquarters organization formed by grouping multiple units, under one headquarters. Typically, a regiment is composed of all units within a state; however, should a state contain enough units to support multiple regiments, Unit Commanders may petition HQYM via their Division Commander for formation of additional regiments. In some instances, a state may not have enough Young Marine units, or the units may be too geographically distant from each other to form a regiment. In these cases, units in close proximity within the same division but in adjacent states may be organized and joined to form regiments. This is done through an administrative process involving supervision of the Division Commander and with the approval of the Deputy Director.
- a. Regiment Commander and Regiment Executive Officer. Regiment Commanders and Executive Officers are appointed by the Division Commander every two years (even number years). The Regiment Commander appoints the required staff and establishes the regimental headquarters.
 - b. To be recognized as a new or reactivated regiment by HQYM, or whenever a change of a Regiment Commander is made, the new Regiment Commander must submit the following to HQYM within 30 days of appointment:

- 1) Application to start a new or reactivate a regiment must be completed.
- 2) Division Commander's appointment letter as new Regiment Commander of existing regiment must be completed.
- 3) The complete structure of the Regiment to include:
 - a) which units they represent,
 - b) Division Commander's appointment letter,
 - c) name (or proposed name) of regiment,
 - d) names of units that are subordinate to regiment,
 - e) and Regiment 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. There are no Regiment By-Laws.
- 4) Regiment Support Officers (RSO). Each regiment has RSOs assigned to assist with the training and mentoring of units within their regiment. RSOs do not exercise command responsibilities, but do assist the Regiment Commander within assigned geographical regions in the following areas:
 - (1) Recruiting
 - (2) Retention
 - (3) Data Collection/Reporting
 - (4) Unit visits when the Regiment Commander is unavailable
- 5) **Units** The Young Marines unit is the "Heart and Soul" of the Young Marines program. It is through the Young Marines unit that the Young Marines 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. Units must have at a minimum the three AV positions that are listed as required: Unit Commander, Executive Officer, Financial Manager.
 - 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 AVs agree to abide by the unit By-Laws (unit By-Laws are not to conflict with the national By-Laws) and the rules and regulations as set forth by Higher Headquarters.
 - c. Unit Commanders select their unit staff carefully and work closely with their elected unit Executive Officer with one purpose in mind and that is to provide their Young Marines with the best program possible—limited only by imagination and resources.

- 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.

- 1) **Annual Review of By-Laws (Unit)** An annual review of unit By-Laws should be conducted prior to annual re-registration. All unit By-Laws must follow directives, rules, regulations, national By-Laws, etc., in accordance with the National YM organization.

Specific items that need to be a part of By-Laws, Article XIII: unit specific items, include but are not limited to the following:

- a) What is the relationship between higher and lower organizational units?
- b) What are 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) What are the provisions for meeting notification, i.e. how far in advance and method of notification?
- g) What is the standard meeting agenda?
- h) What 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) What are the procedures for amending or modifying By-Laws?

CHAPTER 3

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 or regiment is non-compliant, your charter is suspended, and you are not allowed to meet. Your unit 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. Reasons for non-compliance:

- 1) invoices are 60 days past due
- 2) minimum of three active AVs not achieved
- 3) monthly financial reports are 30 days past due
- 4) UC Statement of Agreement is 10 days past due
- 5) failure to comply with auditing requests
- 6) failure to complete re-registration requirements

A unit or regiment charter may be suspended or revoked by HQYM for failure to comply with the rules and regulations set forth by the Young Marines program.

- 2. **Eligibility and Responsibilities of Adult Volunteers** All members of the staff, from Unit Commander to support staff, have a responsibility to report violations or infractions of the rules. In a continuing effort to protect our Young Marines and our program, it is paramount that the next higher command element be made aware of any infractions or violations. Any Young Marines event where a Young Marine is seriously injured, the incident shall be immediately reported to the Division Commander who will immediately notify the Deputy Director. The staff must take the time to let Higher Headquarters know when an issue has the potential to draw media attention. During normal business hours, you may contact the Deputy Director by emailing or calling them. If you need to make a report after normal business hours, contact your Division or Assistant Division Commander; they have the cell phone number of the Deputy Director. For non-life-threatening violations or infractions, utilize the grievance process if not resolvable at unit level. For criminal events, contact local authorities immediately; then, follow-up with an Incident Report through the chain of command.

a. **Unit Commander (UC) Required**

- 1) **Responsibility** The Unit Commander is responsible for everything the unit does or fails to do. The Unit Commander must be at least 25 years old and is elected by the AVs within the unit every two years (even-numbered years). Upon assuming command, the Unit Commander shall abide by the National By-Laws and follow and enforce all rules and regulations governing the program from HQYM.
- 2) **Duties** The Unit Commander shall perform the necessary duties that provide positive leadership and responsible 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 Marines program. The UC is responsible for submitting to HQYM all applications by adults to become AVs; the UC does not have to recommend approval. If AV applicant is not recommended, UC will include an explanation with application. The UC may also inactivate an AV whenever they have lost confidence in their ability to function as a positive team member of the staff and does not have to re-register the AV at re-registration.
- 3) **Reporting** The Unit Commander shall ensure that all reports are complete, accurate, and submitted in accordance with the current Unit Financial Management Manual. Consistently late, incomplete, and inaccurate reports or noncompliance shall result in the suspension of the unit's charter by the National Executive Director or Deputy Director. (See Commanders Manual)
- 4) **Safety** Safety is always paramount and the first concern of all Unit Commanders. All Young Marines activities and events must be safe for all YMs, AVs, and non-registered volunteers. There is no excuse for conducting activities or events under unsafe conditions. Anyone present has a moral obligation to cease any Young Marines 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. All AVs are highly encouraged to become CPR and Basic First Aid certified and it is strongly recommended that at least one CPR/Basic First Aid certified AV be present at all YM events!

- b. **Executive Officer (XO) Required** The Executive Officer is second-in-command and assists the Commander at all command levels in the performance of their duties. The XO is responsible for coordinating the activities of the appointed staff. The candidate must be an AV, at least 25 years old, and is elected by AVs in the unit. In the Unit Commander's absence, the XO automatically assumes the duties of the Unit Commander. (For specific duties, see the Commanders 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 direction of the Unit Commander. The candidate must be an AV before the appointment. (For specific duties, see the Adjutant Manual)

- d. **Financial Manager (FM) Required** The Financial Manager is responsible to the Unit Commander for all matters pertaining to the finances of the unit. The FM is appointed by and serves at the direction of the Unit Commander. The Financial Manager cannot be related to, married to, live with, or in a relationship with the Unit Commander or other

bank signer. The candidate must be an AV before the appointment. For complete duties refer to the Unit Financial Management Manual.

- e. **Female Staff Advisor (FSA)** The Female Staff Advisor is required on any unit staff when the unit has female Young Marines. This may be combined with another position held by a female AV. The FSA 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 direction of the Unit Commander. The candidate must be a female AV before the appointment.
- f. **Male Staff Advisor (MSA)** The Male Staff Advisor is required on any unit staff when the unit has male Young Marines. This may be combined with another position held by a male AV. The MSA is responsible to the Unit Commander for all matters pertaining to the interests and unique needs and requirements of male Young Marines. The MSA is appointed by and serves at the direction of the Unit Commander. The candidate must be a male AV before the appointment.
- g. **Training Officer (TO)** The Training Officer is responsible to the Unit Commander for all matters pertaining to the planning, coordination, and execution of training in the Young Marines unit. The Training Officer will ensure that a copy of the Training Manual (TM) 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 TM and 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 TM and Awards Manual. The Training Officer is appointed by and serves at the direction of the Unit Commander. The candidate must be an AV before the appointment. (For specific duties see the Training Manual)

NOTE: Any of the billets, other than UC and XO, may have an assistant (i.e., Assistant Adjutant) and is recommended. The UC may also appoint AVs to other unit billets (i.e., Public Affairs Officer (PAO), Drug Demand Reduction Officer (DDRO), Fundraiser Officer, etc.) **Billet assignments such as above should be annotated in the YM database.**

- h. **Support Staff Members**
 - 1) **Responsibilities** Support Staff are AVs 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 where they serve at the direction of the Unit Commander.
 - 2) **Duties:**
 - a) AVs serve as a manpower reserve to the Unit Commander for unit functions, events, and activities.
 - b) AVs serve as a source for designated support staff positions.
 - c) AVs advise, coordinate, and support the Unit Commander and unit staff on matters pertaining to functions, events, and activities.

- d) AVs participate in the election of the Unit Commander and Executive Officer.
 - e) All AVs shall have an equal voice and are entitled to one vote in unit elections.
3. **Proper Training and National Programs** AVs have a responsibility and a duty to ensure that experiences a young person has as a Young Marine are rewarding, beneficial, and enjoyable. This is accomplished by ensuring proper training throughout the year and by providing unique experiences through National, Division, Regiment, and multi-unit events and activities.
- a. **Proper Training**
- 1) AVs are responsible for knowing and understanding all manuals and documents pertinent to position(s) held (Training Manual, Commanders Manual, Awards Manual, Adjutant Manual, Financial Management Manual, Guidebooks, and Policy Memorandums).
 - 2) AVs are responsible for keeping informed – check the national website regularly for updates and new information.
 - 3) AVs are responsible for attending training seminars annually – ALL AVs are eligible to attend:
 - a) **Unit Management Course (UMC)** Training set up in each regiment or division to bring new techniques, training, and information to all volunteers. In addition to HQYM staff providing this training, it also gives units in the same area a chance to network together. The Regiment or Division Commander is also present and is given time to work with the units 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. HQYM provides specialized training to various billets within a unit such as the Adjutant or the Training Officer. In addition to the specialized training there is general training for all AV staff.
 - b) **Webinar** When a webinar is set up, information on the content of the webinar, information needed to register for your training session, and how to log on will be provided in advance. Recorded webinars will be posted in the Library and CMS for future reference.
 - c) **Adult Leaders Conference (ALC)** The Adult Leaders Conference affords the opportunity for Adult Leaders from across the nation to network, receive training from subject matter experts, and share ideas and experiences. The ALC awards banquet celebrates the achievements of the program over the past year and announces the National Young Marine of the Year, as well as, the Unit and Volunteer of the Year.

b. **National Programs** Unique experiences available nationally

- 1) **SPACES** Summer Programs, Adventures, Challenges, Encampments, and Schools-Young Marines who meet the criteria can apply to attend events listed in the Catalog. Refer to the Catalog for details.
- 2) **National Director's Special Programs (NDSP)** Unique National-level activities that Young Marines can participate in. These include events such as Navajo Code Talker Day, National Memorial Day Parade, Pearl Harbor Remembrance, Public Affairs Correspondents Course, etc. These events may have a nominal non-refundable application fee.

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

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CHAPTER 4

ADMINISTRATION

1. **Registration**

- a. **Adults and youth are not authorized to participate in any Young Marines meeting, activity, or event until they are registered.** Youth may participate once they have been registered in the Young Marines Database System (YMDBS) and appear on the Active Young Marines roster. Adults must be approved by HQYM prior to working with youth. AVs' names will appear on the Current AVs roster in the database once approved.
- b. **Adults** Adults are critical components in the Young Marines program. Units should always have one AV for every ten Young Marines present. 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 AVs. Adult Volunteer Applications are submitted online. (For detailed instructions, see the Adjutant's Manual.)
- c. **Youth** One of our Guiding Principles is that "...We will never forget that this program is for our youth." Youth applications are submitted online. (For detailed instructions, see the Adjutant's Manual.)

2. **Registration Fees** The HQYM requires registration fees for youth and AVs.

- a. Fees for registration are paid online. See Financial Management Manual for details.

3. **Discontinuation of Social Security Number Requirement for Membership**

- a. YMs and AVs will be uniquely identified in the Young Marines Database System (YMDBS) with their membership number and are no longer required to provide a SSN. Legal residents must provide Alien Identification number (AIN or Green Card), Temporary Non-Immigrant Work Visa, or another residency identifier on their membership application. Legal resident information is confidential and only accessible to HQYM Administrators.
- b. Upon application, each AV applicant or Young Marine Primary Family Contact is required to affirm citizenship or residency status qualifying them for membership. The unit will no longer request to see, take copies of, or require any other form of verification of citizenship or residency status upon application. If the member is found to be misrepresenting the citizenship status provided on the application, their membership will be terminated without refund, explanation, or notification.
- c. Please note that all AVs are still required to provide their SSN information for the Young Marines' background check provider for the purpose of initial and routine background screenings.
- d. Participation by undocumented immigrants is not authorized as currently stipulated by the federal grant funding guidelines.

4. **Re-registration** Every Young Marine unit and member must re-register once a year. Re-registration period is from August 1st to September 30th.

Units may not re-register unless they are in good standing and current with all monthly financial reporting requirements.

- a. Unit re-registration must be completed no later than September 30th. If a unit fails to meet the re-registration deadline, the unit's charter is automatically suspended without notice.
- b. 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 the Adjutant's Manual.)
- c. **Unit Inventory List** The YMDBS will prompt an update of 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.
 - 1) Assets are any durable item of value owned by the unit:
 - a) office equipment—computers, telephones, fax machines, copiers, etc.
 - b) other equipment—refrigerators, generators, microwave ovens, drill rifles, musical instruments, televisions, cameras, etc.
 - c) vehicles—buses, vans, automobiles, boats, trailers, etc.
 - d) camping gear—tents, sleeping bags, packs, canteens, ropes, etc.

For information on how to input your unit inventory, see the Adjutant's Manual.

5. **Authorized Users in the YMDBS**

- a. The Unit Commander determines and is responsible for all authorized users. It should include, but is not limited to the Unit Commander, Executive Officer, and Adjutant. New units - Unit Commander will receive their user name and password in the welcome packet.

Getting Started:

- 1) **Step 1.** Log on to <https://www.ymdb.org>. Use the User ID and password to enter the YMBDS. The system is secure and 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:
 - (a) click on the Unit Management button under the Main Menu

- (b) click on Authorized Users
 - (c) click on the Add New User link in blue above
 - (d) fill-in the blank fields (Select user from drop-down list, add Position/Title, add User Group(s))
 - (e) only enter username and password information if the fields are blank. If fields are populated with "*****," DO NOT EDIT. This means the user already has login credentials.
 - (f) click on the Save button
6. **Young Marine Record Book (YMRB on-line)** Proper and accurate record keeping is a fundamental requirement for a Young Marines unit. This can mean the difference between a Young Marine receiving credit for an achievement that may impact a promotion, award, or ability to attend one of HQYM's events. A YMRB is opened on each Young Marine starting with enrollment into the program. (For proper procedures in establishing and maintaining Young Marine Record Books, see the Adjutant's Manual).
 7. **Safeguarding the YMRB (paper)** The Adjutant is responsible for keeping and safeguarding all hard copy record books with the forms parents filled out upon joining and re-registering annually; to include physical and other filled forms. 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 under the control of the Adjutant, unless requested by the Unit Commander or Executive Officer in the performance of their duties.
 8. **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 30 days. A copy of the YMRB with the most up to date database record book information must be kept for a two-year period by the surrendering unit. At the end of two-year period, the YMRB will be shredded or burned.
 9. **Maintaining Young Marines Record Books (YMRB) On-Line**
 - a. All YMRB forms can be viewed, created, updated, and printed from the Young Marines Database System. Once the Young Marine is actively registered 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. Refer to the Adjutant's Manual for more information.

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CHAPTER 5

TAX EXEMPTION, AUDITING, AND FUNDING

1. **Tax Exemption and Auditing**

- a. **Federal:** In 1981, the Young Marines 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 HQYM:

- 1) Undergo an independent audit of all unit and HQYM funds.

All Units, Regiments, and Divisions are subject to the annual financial statement audit at the end of the fiscal year. Commanders will be notified by Headquarters Young Marines if they have been selected for the audit. All monthly registers, reports, supporting documentation with receipts, bank statements, etc. will be required for the audit time-period designated by the independent auditor.

Failing to comply with the above auditing procedures will mean automatic suspension for one year or dissolution of Unit, Regiment, or Division.

- 2) File Form 990, Return of Organization Exempt from Income Tax each year.
- 3) Make our annual return available for public inspection for three years after the due date of the return.

- b. **State and Local:** State and local sales tax laws and requirements differ, and the unit must ensure that it complies as applicable. For questions please contact the National Director of Finance.

2. **Funding**

- a. 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 - HQYM level and Unit level.

- 1) Funding at the HQYM level supports National Programs such as Summer Programs, the annual Adult Leader's Conference (ALC), DDR, NDSP, and Unit Management Course (UMC).

- 2) Funding at the Unit level supports unit activities.

- 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 AVs, and to cover the expenses of re-registration from October through September each year.

- b) Questions arise over the perception or misperception of how unit finances are handled. This is usually a result of the Unit Commander not providing adequate information to those who ask for it or the result of poor record keeping, giving the perception that the Unit Commander and the unit staff are misappropriating funds. This misperception can be avoided by accurate and timely communication and a competent Financial Manager who:
 - (1) keeps accurate records to include ALL receipts (no receipt, no reimbursement),
 - (2) can be trusted to manage the unit finances,
 - (3) uses two adults to verify all money received for unit fundraisers during and at the end of the event.
- c) To ensure accountability and promote a level of trust and confidence, the unit staff should make financial records available to the parent support group and brief Young Marines, staff, and parents on unit finances a minimum of twice a year.
- d) Any funds obtained in the name of the Young Marines unit remain with that Young Marines unit regardless of whether the adult or Young Marine who obtained the funds transfers to another unit or leaves the program.

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

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

Please refer to the Unit Financial Management Manual for guidance.

CHAPTER 6

TRAINING

1. **General** The Training Officer is responsible to the Unit Commander for all matters pertaining to planning, coordination, and execution of training and instruction of the AVs and YMs.
2. **Categories of Young Marines Training** There are three primary categories of Young Marines training—National and Unit.
 - a. **National Training Programs** HQYM sponsors national training, SPACES (Summer Programs of Adventures, Challenges, Encampments, and Schools), leadership schools, and the NDSP (National Director's Special Programs) programs throughout the year.
 - 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 knowledge and skills required to successfully advance through the ranks. Unit Commanders will determine which AVs and Advanced Leadership School (ALS) graduates will be authorized as evaluators for the guidebooks. Parents/guardians who are AVs are not permitted to sign off on family members' guidebooks.
 - 1) **Unit Training Meetings** Unit training is scheduled at the discretion of the Unit Commander. Training should be regular and frequent.
 - 2) **Physical Training (PT)** Physical training is a key component of the Young Marines program. Young Marines have established a Physical Fitness Test (PFT) using the President's Physical Fitness Challenge. The Presidential Physical Fitness Test was established in 1962 and has been revised numerous times. Young Marines are required to perform the PFT twice a year in the periods (Jan – Jun and Jul – Dec). Scores should be promptly updated in the YMDBS.
 - c. **Recruit Training** The execution of unit training is generally left to the discretion of Unit Commanders; however, recruit training is regulated by the HQYM. The recruit training consists of a standardized 26-hour minimum curriculum that must be strictly followed to ensure that all Young Marines are taught the same basic fundamentals. (See the Training Manual for complete Recruit Training information.)
3. **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 policies and procedures below.
 - 1) **Two-deep Leadership** At least two AVs are required for all trips and outings. Activities involving both male and female Young Marines require both male and female AVs to be present.
 - 2) **Transportation** Motor vehicles transporting passengers or carrying equipment must meet state inspection standards. Seat belts are required for all occupants.

- a) 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.
 - b) Trucks may not be used for transporting passengers except in the cab. NEVER TRANSPORT PASSENGERS IN THE OPEN BED OF ANY TRUCK.
 - c) Driving shall be confined to daylight hours whenever possible and never exceed more than 10 hours per 24-hour period.
 - d) Prepare and provide a standard route with periodic checkpoints/stops as a group for all drivers with a final designated meeting place.
 - e) If required, plan a daily destination point.
 - f) Whenever possible, attempt to provide two adults per vehicle. The minimum requirement is one adult and two or more Young Marines—never one-on-one. Refer to Chapter 10, Protecting Young Marines.
 - g) YMs who have a valid driver's license are not allowed to transport other YMs unless they are siblings. These YMs must have a parent consent form on file.
- b. Unit Commanders are encouraged to make these trips and outings a regular part of their monthly routine.
- c. **The Special Events Questionnaire** The Rust Insurance form will be completed and submitted in advance for all YM activities, including drill, trips, outings, encampments, and events. Confirmation of receipt from our provider, RUST Insurance, must be obtained prior to an event. Please see the Adjutant's Manual for more information.
4. **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 an AV. (Details on Safety and Risk Management can be found in Chapter 11 – Risk Management).
5. **Use of swords in the Young Marines** Young Marines are NOT PERMITTED to use Marine Corps (or any other branch of service or type) swords with the exception the Young Marines Birthday Ball. A sword may be used to cut the birthday cake. Sword should be out of its scabbard, lying next to the cake, and used by an Advanced or Senior YM leader (16 or older) or an adult to cut the cake if the UC so desires. Afterwards, it is expected that the sword blade be immediately cleaned, placed in its scabbard, and put out of reach and away from YMs and others to preclude any incidents. Should your unit or Higher Headquarters element obtain a unit or command-level sword, it may be displayed for ceremonial purposes only.
6. **Resources** Please refer to the resources available in the YMDBS Library, CMS, etc. for additional guidance. (e.g. Training Manual, Ceremonies Manual, YM Guidebooks, Guidebook lesson plans, YouTube)

CHAPTER 7

ANNUAL INDIVIDUAL DISTINCTIONS

1. **Requirements for Selection of Young Marine of the Year (YMOY)**

Young Marine of the Year season begins on October 1st each year. Commanders at all organizational levels are responsible for selecting their Young Marine of the Year. All Young Marine command elements should have a YMOY. Eligible YMs must stand before a YMOY selection board to help select a YM based on maturity, bearing, speaking ability, knowledge, etc. When conducting the board, commanders must remember that no relatives/relations, business associates of candidate's parents/guardians to any of the YMOY candidates will be members of the selection board or allowed to 'sit-in' or otherwise observe the selection board. The YMOY Eligibility Matrix is locked in on September 30th. Therefore, YM record books must be up to date no later than September 29th to ensure eligible YMs are qualified to stand a YMOY selection board.

a. **Unit Young Marine of the Year (UYMOY)**

Unit YMOY selection board process begins on October 1st and concludes with finalizing the report in the database by October 31st. ***All Young Marine units shall have a Unit Young Marine of the Year.***

1) **Requirements**

- a) Unit board consists of UC, XO, and one additional AV (minimum). The senior YM of the unit may be a member of the board, if the UC desires, and that YM is not a candidate for Unit YMOY.
- b) One guest member may be included (i.e., local council member, MCL Detachment Commandant, host facility commander, mayor, CEO of business that supports unit, etc.).
- c) Each member of the board shall ask each Young Marine appearing before the board two questions. Each Young Marine presenting themselves before the board shall receive the same questions, tasks, and examinations in the same order.

2) **Eligibility**

- a) All YMs in unit with minimum one (1) year in Young Marines program since date of recruit graduation – date of rank to YM/ Private.
- b) YM must be up to date on their DDR.

3) **Selection Process**

Every unit shall 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.

- a) The specific requirements qualifying a candidate for Young Marine of the Year is provided in the YMOY Eligibility Matrix.
- b) Unit Commanders shall take into consideration several factors when determining the selection of a Young Marine of the Year, such as achievements – in and outside the Young Marines program, proven leadership skills, as well as the criteria found in the Awards Manual.
 - (1) The Young Marine Unit shall select one Young Marine of the Year.
 - (2) The Unit Commander shall:
 - (a) Convene the Unit YMOY Board **no later than** October 30th of each year.
 - (b) Publish the Unit YMOY Board results **no later than** October 31st of each year via “YMOY” tab in the database.
 - (3) The Unit Executive Officer shall prepare and sign the documents for the Unit Young Marine of Year, if the Young Marine is related in any way to the Unit Commander.

b. **Regiment Junior Young Marine of the Year (RJYMOY)**

RJYMOY selection board process begins on or after October 1st and concludes with finalizing the report in the database by November 15th. All Young Marine regiments shall have a Regiment Junior Young Marine of the Year.

1) **Requirements**

- a) The selection board consists of the Regiment Commander and as many Unit Commanders as practical. Outgoing RJYMOY may also be a member of the board if Commander desires. One guest member may be included (i.e., local council member, mayor, etc.).
- b) Each member of the board shall ask each Young Marine appearing before the board two questions. Each Young Marine presenting themselves before the board shall receive the same questions, tasks, and examinations in the same order.

2) **Eligibility**

- a) All Junior Leadership School (JLS) graduates that have minimum 24 months in program since date of recruit graduation – date of rank to YM/ Private).
- b) Red Ribbon Week (RRW) participation during previous year (desired).
- c) Minimum Rank – YM/Corporal.
- d) The specific requirements qualifying a candidate for RJYMOY is provided in the YMOY Eligibility Matrix.

3) **Selection Process**

The requirements for RJYMOY are listed in the YMOY table, all eligible candidates will be shown in the YMOY Matrix for each level.

a) The Commander shall:

(1) Convene the Board no later than November 14th of each year.

(2) Publish the Board results in the YMDBS no later than November 15th of each year.

a) The Executive Officer shall prepare and sign documents, if the Young Marine is related in any way to the Commander.

4) **Selection Package** The package must include, but is not limited to, the following:

a) Essay Topic - "What Young Marine of the Year means to me and how I will make a difference as Young Marine of the Year."

b) Academics - The 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). Homeschooled Young Marines will include documentation to substantiate academic status and accomplishments, such as test results of standardized testing, such as any academic aptitude test, etc.

c. **Regiment Senior Young Marine of the Year (RSYMOY)**

Regiment Senior YMOY selection board process begins on or after October 1st and concludes with finalizing the report in the database by November 15th. All Young Marine Regiments shall have a Regiment Senior Young Marine of the Year.

1) **Requirements**

a) The selection board consists of the Regiment Commander and as many Unit Commanders as practical. Outgoing RSYMOY may also be a member of the board if Regiment Commander desires. One guest member may be included (i.e., local council member, mayor, etc.).

b) Each member of the board shall ask each Young Marine appearing before the board two questions. Each Young Marine presenting themselves before the board shall receive the same questions, tasks, and examinations in the same order.

2) **Eligibility**

a) All Senior Leadership School (SLS) graduates.

b) Must have earned Attendance ribbon.

- c) Must have earned Community Service ribbon (2nd Award). Must have earned Academic Achievement ribbon within past two years. Must have RRW participation in previous year.
 - d) Red Ribbon Week (RRW) participation during previous year (desired).
 - e) Minimum Rank – YM/SSgt.
 - f) The minimum age is 13 by the date of the board.
 - g) The specific requirements qualifying a candidate for RSYMOY is provided in the YMOY Eligibility Matrix
- 3) **Selection Process** The Young Marine Regiment shall select one Young Marine of the Year from among those SLS graduates within the regiment meeting the other criteria necessary. The Regimental Young Marine of the Year selectee is reported to Division Commander.
- a) The Regimental Commander shall:
 - (1) Convene the Regimental YMOY Board no later than November 14th of each year.
 - (2) Publish the Regimental YMOY Board results in the YMDBS no later than November 15th of each year.
 - b) The Regiment Executive Officer shall prepare and sign the documents of the Regiment Young Marine of Year, if the Young Marine is related in any way to the Regiment Commander.
- 4) **Separate Unit** Separate units (units not subordinate to a regiment) will report their YMOY selectee to either their Division Commander or Deputy Director. Any selectee that is an ALS graduate and meets the other criteria for Division level competitiveness will be reviewed for eligibility to compete for National YMOY.
- 5) **Selection Package** The package must include, but is not limited to, the following:
- a) Essay Topic – “What Young Marine of the Year means to me and how I will make a difference as Young Marine of the Year.”
 - b) 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 an academic aptitude test, etc.

- d. **Division Young Marine of the Year (DYMOY)** Division YMOY selection board process begins on or after October 1st and concludes no later than December 21st. All qualified candidates for Division YMOY consideration should appear before the Division YMOY selection board. The selected YMOY's package will be digitally sent to HQYM, ATTN: Deputy Director no later than.

The selectee must be keep confidential and confirmed by YMHQ prior to data entry in the YMDBS.

1) Requirements

- a) Division selection board consists of Division, Assistant Division, and Regiment Commanders (XO may be substituted if RC unavailable). Outgoing Division YMOY may also be a member if the board if Division Commander desires. One guest member may be included (i.e., local council member, mayor, etc.).
- b) Each member of the board shall ask each Young Marine appearing before the board two questions. Each Young Marine presenting themselves before the board shall receive the same questions, tasks, and examinations in the same order.
- c) The Division Commander shall select the best qualified based on the objective merit and strength of each candidate's record (especially during the past year) and their appearance before the Division selection board
- d) Each Division Commander shall receive from headquarters "Board Interview Sheets". They will consist of a series of board member questions for selection along with additional instructions and space for comments. The "Interview Board Sheets" for ALL Young Marines who stood on the board are to be digitally submitted with the final Division YMOY packet to YMHQ.

2) Eligibility

- a) All Advance Leadership School (ALS) graduates.
- b) Must have earned the Attendance ribbon.
- c) Must have earned the Community Service ribbon (3rd Award).
- d) Must have earned the Academic Achievement ribbon within past two years.
- e) Project Alert certified (desired).
- f) Must have earned the DEA device.
- g) Must have earned the Community Leadership award.
- h) Attended at least one National Summer Program or NDSP, NLA school, PA Course etc.(desired).
- i) RRW participation in previous year (desired).

- j) Minimum Rank – YM-GySgt.
 - k) The minimum age is 15, previous year of year selected.
 - l) The specific requirements qualifying a candidate for DYMOY is provided in the YMOY Eligibility Matrix
- 3) **Selection Package** The package must include, but is not limited to, the following:
- a) A photo of Young Marine (Full length in uniform with ribbons and cover). Full front photo and full side photo (color) in 'A' uniform. If YM does not have 'A' uniform, 'C'/'B' will be acceptable. Woodland camouflage if no other recourse. Uniform should have all awards authorized.
 - b) Essay Topic – "What Young Marine of the Year means to me and how I will make a difference as Young Marine of the Year.
 - c) 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 academic aptitude test, etc.

e. **National Young Marine of the Year (NYMOY)**

National YMOY selection board consisting of the National Executive Director, Deputy Director(s), Division Commanders, and current National YMOY will be held for the next National Young Marine of the Year during annual Adult Leaders Conference (ALC). National Young Marine of the Year is announced at ALC.

- 1) **Desired Qualities of a NYMOY** Selection for National Young Marine of the Year is very competitive, and the finalists are the best of our best. Qualities the committee is looking for are maturity, poise and confidence, accomplishments and achievements—in and outside the Young Marines program, proven leadership skills (evidenced by being a graduate of Advance Leadership Academy (ALS) etc., and ability to speak in front of small, large and diverse audiences conveying our Young Marine program mission on a national platform. In other words, be a positive and influential representative of our program.

2) **Selection Process**

- a) The National YMOY is selected from the six Division YMOYs at a board held each year at the ALC by the National Executive Director and his board members already listed.
- b) National YMOY selection board consisting of the National Executive Director, Deputy Director, Division Commanders, and current National YMOY will be held for the next National Young Marine of the Year during annual Adult Leaders Conference (ALC) the following year. National Young Marine of the Year is announced at ALC.

3) **Duties and Responsibilities**

- a) Primary Young Marine advisor to the National Executive Director and the Board of Directors.
- b) Must be able to travel in the United States and abroad, unaccompanied.
- c) Represents the Young Marines program at various national events and activities listed below. The activities and event attendance is coordinated and at the discretion of the National Executive Director.

(1) Annual Adult Leaders Conference

(2) Annual National Marine Corps League Convention

(3) Junior, Senior, and Advanced Leadership Schools

(4) National Encampments

(5) National Navajo Code Talkers Day

(6) Pearl Harbor Remembrance Day

(7) Red Ribbon Week

(8) Other events that NYMOY is available to attend that the National Executive Director may direct.

- 4) **Monetary Awards** A monetary award may be presented to the Division and National Young Marine of the Year. The amount of the award may vary from year to year.

2. **Requirements for selection of Adult Volunteer of the Year and Unit of the Year.**

- a. **Adult Volunteer of the Year** Commanders are responsible for selecting an Adult Volunteer of the Year (AVOY).
 - 1) Selection criteria for AVOY should be based on the reporting period (October 1st – September 30th of the prior year).
 - 2) Division Commanders have discretion on the AVOY candidate selection process and use the following below as guidance.
 - 3) **Selection process** Each Division Commander will prepare guidance to all commanders within their Division on how to assure AVOY information is accurate and updated in the YMDBS before a command nominates and submits recommendations for Division AVOY. A letter from each command level may accompany the nominee's 'package' detailing why the nominee should be chosen with a narrative of 500 words or less. This narrative would be the basis for any publication or press release from Headquarters Young Marines. ***Timelines for the Unit, Regiment, and Division VOY boards will mirror those of the YMOY Board process as outlined in chapter 7.***

- 4) Additional supporting documents are not required, and all information can be queried by the Division Commander via the YMDBS.
- b. **Unit of the Year** Commander's at Regiment and above are responsible for selecting a Unit of the Year (UOY).
 - 1) Selection criteria for UOY should be based on the reporting period (October 1st – September 30th of the prior year).
 - a) List examples of involvement with community and Young Marines program goals (i.e. Red Ribbon Week).
 - b) Current community service hours.
 - c) Give examples of participation at all command level (Unit, Regiment, Division) events to include Young Marines National level events such as NDSP, NLA, SPACES, etc.
 - d) State unit financial reporting and fiscal responsibility.
 - e) Give examples of working with others to achieve commander's goals and being a team player.
 - 2) **Selection process** Each Division Commander will prepare guidance to all commanders within their Division on how to nominate and submit recommendations for Division UOY. A letter from each command level should accompany the nominee's 'package' detailing why nominee should be chosen as the Division UOY by showing details of their unit activities and involvement with local, state, and national events with their leadership and willingness to assist others. ***Timelines for the Unit, Regiment, and Division UOY boards will mirror those of the YMOY Board process as outlined in chapter 7.***

Division Commander will submit their nominees selected as Division AVOY and UOY electronically to HQYM.

CHAPTER 8





UNIFORM REGULATIONS






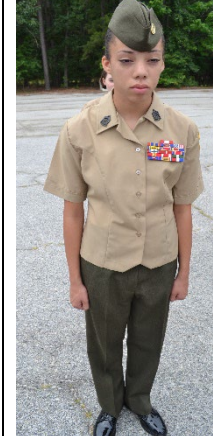
1. **Uniform Regulations** Young Marines are authorized to wear appropriately modified versions of the Marine Corps uniform. The National Executive Director issues the modifications designed to clearly identify the wearer as a member of the YM. The Young Marines uniform is worn during drills (meetings) or other authorized Young Marines activities as determined by the Unit Commander. (The new uniform is effective on October 1, 2024 see memorandum 2024-01)
2. **Young Marine Uniform** The official uniform in the Young Marines program for youth is the civilian version of the woodland digital BDU-style camouflage blouse, trousers, khaki web belt, black boots, cover, and white crew-neck T-shirt as shown in Figure 8-a.

The approved digital uniform can only be modified as in Figure 8-b. Either the red National T-shirt or an OD green (Olive Drab), Division, Regiment or unit T-shirt can be substituted for the white T-shirt at the unit level. 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, jump wings, lanyards, or other uniforms not authorized or approved by the Young Marines.

Note: USMC Digital "MarPat" uniforms are strictly prohibited.

3. **Physical Training (PT)** Uniform may be designated by a unit consisting of shorts, T-shirt, white socks, and athletic shoes, as in Figure 8-c. A sweatshirt and pants may be added for cold weather. Shorts must have a minimum inseam length of at least 7 inches. Compression shorts may be worn under PT shorts for modesty.
4. **The Service Uniforms** Service "A" (Alphas) Figure 8-e, Service "B" (Bravos) Figure 8-g and Service "C" (Charlies) Figure 8-i uniforms may be worn by Young Marines on special occasions such as parades and birthday balls. Service A, B 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, B and C uniforms only. See page 8-18 for Standards for Optional Young Marine Uniforms. The Service A, B, and C uniforms are optional; however, they may be required for selected National events.
 - a. Young Marines ranked Private through Lance Corporal must wear the approved civilian digital pattern camouflage uniform.
 - b. Young Marines ranked Corporal or higher are authorized to wear Service "B" and "C" uniforms.
 - c. Young Marines ranked Staff Sergeant or higher are authorized to wear Service "A" uniforms.
 - d. Young Marines do not travel in any uniform. Young Marines should always travel in civilian attire with the red National T-shirt, except for SLS and ALS Graduates who may travel in appropriate civilian attire with a YM red polo shirt.

Official Camouflage Uniform (Figure 8-a)	Modified Camouflage Uniform (Figure 8-b)	PT Uniform (Figure 8-c)	Primary Adult Uniform (Figure 8-d)
			

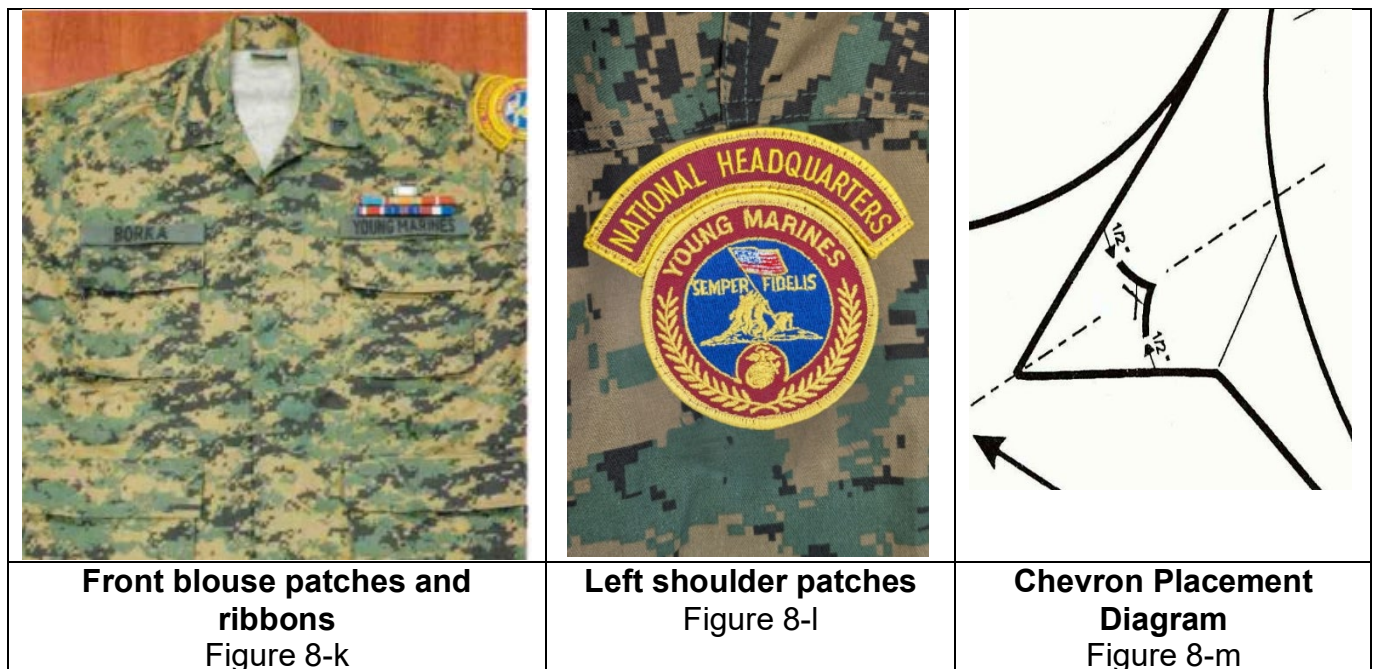
Service "A" (Alpha) Uniform Male (Fig. 8-e)	Service "A" (Alpha) Uniform Female (Fig. 8-f)	Service "B" (Bravo) Uniform Male (Fig. 8-g)	Service "B" (Bravo) Uniform Female (Fig. 8-h)	Service "C" (Charlie) Uniform Male (Fig. 8-i)	Service "C" (Charlie) Uniform Female (Fig. 8-j)
					

Note: Females may wear either trousers or a skirt with the Alpha, Bravo, and Charlie Uniforms.

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

- a. **Young Marine Cover** The 8-point digital camouflage utility cap is worn with the authorized digital-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 Marine Corps emblem is not authorized and shall not be ironed on, embroidered or affixed in any manner to the 8-point digital cover. Adults and Young Marines do not wear rank or any other device on their covers. When indoors, covers will not be worn with the exception of ceremonial purposes (color guard, inspection, graduations, etc.).

- b. **Digital 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 8-k). The Young Marine shoulder patch is worn on the wearer's left sleeve with the unit name designation arc centered above the patch, flushed on the shoulder seam, (see Figure 8-l). The shoulder patch should not be ironed or creased. 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. **Sleeves** The policy within the Young Marines is one of health and safety. The Unit Commander will decide if the sleeves should be rolled up or not depending on factors such as weather and training. The simple rule of thumb is if it is hot, roll them up. If it is cold, roll them down. There will be times during selected training when it will be logical to roll sleeves down during warm weather. For example, performing map and compass in the field may require sleeves to be down to protect against ticks and other insects as well as protect against scrapes and scratches. There may also be times during cold weather when the Unit Commander may want sleeves rolled up for the purpose of presentation. For example, presenting the colors prior to a banquet which would be indoors and having sleeves up may give a better appearance. In all events, the safety and well-being of the Young Marine comes first.
- d. **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. (Fig. 8-k)



- e. **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 8-k). However, they may also be worn in rows of four. Ribbons that become soiled or faded should be replaced. On female coats/blouses with horizontal pockets, ribbons will be worn as prescribed above. On female khaki shirts and coats

without the faux pocket, the bottom of the ribbon bar is worn centered and even between the first and second buttons on the dress uniform.

- f. **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. On female khaki shirts and coats without the faux pocket, the Gold Badge will be placed even with or up to two inches above the first visible button and centered so that they are in about the same position as when worn on the coat. For males, the Gold Badge will be placed centered 1/8" above right breast pocket. It can also be worn on a blazer or displayed as in a shadow box. The Presidential Service Volunteer Award may be worn centered on the left breast pocket flap. For the female blouse where there are no pockets, the award will be worn 1/2 inch below the lowest row of ribbons and centered. Only the senior Presidential Service Volunteer Award awarded may be worn.
- g. **Shoulder Cord** The Shoulder Cord will be worn by the National and Division Young Marines of the Year. The National Shoulder Cord is gold and Division Shoulder Cord is blue. The Shoulder Cord will be worn on the right shoulder of the Dress Uniform attached with a small khaki button to match the shirt.
- h. **Chevrons** Rank insignia 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 point of the collar. The lower outside edges of the chevron are placed 1/2 inch from the edge of the collar (See Figure 8-m).
- i. **White T-shirts** 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 types of events, the white t-shirt can become transparent, potentially leading to unnecessary embarrassment. The unit T-shirt or the red National T-shirt may be substituted by the Unit Commander for such events.
- j. **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 8-n). The trouser will be machine or hand laundered in warm water. It may be starched or sized but may not be bleached.
- k. Worn with the Marine Corps style brass or anodized buckle and tip. The length of belt slack should be 2-4 inches.
- l. **Boots** The Young Marine-unique brush out black boot will be worn with the Young Marine uniform. This boot does not require polishing but will be kept clean and free of dirt by brushing. For those who choose the standard black leather, black hot weather tropical (jungle) boots, or the old-style black boots (with eyelet lacing), polishing with a high shine on the toes and heels will be maintained whenever possible. Black or green socks will be worn with the boots.

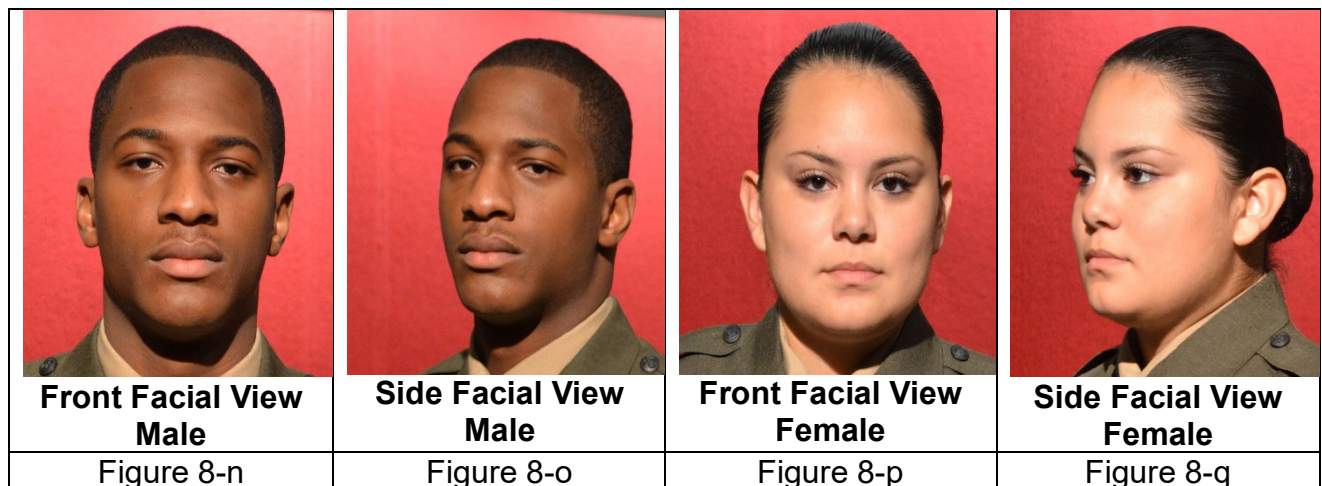
- m. **Unit or Special T-Shirts** Each unit is authorized to have a unit T-shirt with the unit name and logo imprinted on the shirt. Colors may vary. These T-shirts may be part of each Young Marines PT uniform. They may also be worn for activities and functions where the camouflage uniform is inappropriate, 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.
6. **Uniform Marking** All uniforms items and items used on Young Marine activities must be marked with the Young Marine's 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 inside only, upside down near the buckle end
 - b. Cover- inside on the sweatband
 - c. Blouse- inside, centered on the neckband
 - d. Skivvies- inside the waistband
 - e. Gloves- inside at the wrist
 - f. Necktie- on the inside of the neck loop
 - g. Dress Shirts and Undershirts- inside, centered on the 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- upside down, inside the wearer's left front waistband
 - l. PT Shorts- upside down, inside the wearer's left front waistband
 - m. Bag, Duffel- on the outside of the bottom of the bag
 - n. Coats- inside, centered on the neckband
 - o. Neck tabs- inside, centered on the neckband
7. **Responsibility for the Uniform** - Follow these rules to help safeguard uniform:
- a. Don't leave uniform unattended.
 - b. Mark name in every item of clothing.
 - c. Promptly replace damaged, worn, or poorly fitting uniform.

8. **Grooming and Personal Appearance Standards for Young Marines** Young Marines shall adhere to the following standards:

a. **Male Young Marines**

- 1) Hair Length. Hair will be neat and closely trimmed. The hair may be clipped at the edges of the side and back and will be evenly graduated all the way around the head (blended or faded and not edged as an outline) from zero length at the hairline in the lower portion of the head to the upper portion of the head. Hair will not be over three inches in length fully extended (an extended hair, not the style, determines proper length) on the upper portion of the head. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp when styled. The back and sides of the head below the hairline may be shaved to remove body hair.
- 2) Sideburns will not extend below the top of the orifice of the ear, as indicated by line A-A in figures 2-11 and 2-12. Sideburns will not be styled to taper, flare or come to a point. The length of an individual hair of the sideburn will not exceed 1/8 inch when fully extended.
- 3) No male Young Marine will be required to have his entire hair length clipped to the scalp except when such action is prescribed by a medical officer. This does not prohibit a male Young Marine from having his hair clipped (or shaved) to the scalp if he so desires.
- 4) Hair Style - 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 hair styles will conform to the natural shape of the head without eccentric directional flow, twists or spiking. One (cut, clipped or shaved) natural, narrow, fore and aft off centered part (placed no further than the outer corner of the eye and will not extend down the back of the head) is authorized. The following hair style types are considered eccentric and are not authorized (this list is not all inclusive):
 - a) hair styling which include single patches of hair on the top of the head (not consistent with natural hair loss);
 - b) hair styled to run as a strip down the center of the scalp (i.e. "Mohawk" fashion);
 - c) hair styled to leave an unusually large open (bald) area on the top of the head (not consistent with natural hair loss); and
 - d) hair styles which include the etching of letters, signs or figures, not considered natural in appearance. Braiding of the hair is not authorized for male Young Marines. When used, hair gel/mousse should provide a conservative, natural appearance.
- 5) Hair Color - If applied, dyes, tints, bleaches and frostings, which result in natural colors, are authorized. The hair color must complement the person's complexion tone. Color changes that detract from a professional image are prohibited.

- 6) Facial Hair - Beards are unauthorized - however, mustaches and sideburns may be worn, when 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.
- 7) Male Young Marines of Native American Indian descent may request exemption from the male Young Marines grooming standards for hair by submitting YMFORM006 Native American Exemption of Male Grooming and Personal Appearance Standards Waiver Request (located in the YMDBS Library and CMS Master Forms Library). If approved, the Young Marine must adhere to the female grooming standards for hair. The completed and signed document will be scanned and uploaded to the Young Marine's Documents in the Young Marines Database System (YMDBS) and the original signed document will be kept in the Young Marine Record Book (YMRB) folder. A copy of the signed waiver must also be presented when attending any joint or higher headquarters event or activity.



- 8) The only jewelry permitted is watches, Red Cord, medical items, religious medallions, class or Young Marines ring. All jewelry will be removed for physical training.

b. **Female Young Marines**

1) **Grooming**

- a) Hair Regulations - The requirement for hair regulations is to maintain uniformity within a military population. Female Young Marine hairstyles require non-eccentric and non-faddish styles, maintaining a conservative, professional appearance. For the purpose of these regulations, women's hairstyles will be organized into three basic categories; short length, medium length, and long hair.

(1) **Hair Length**

- (a) Short Hair Length - Short hair is defined as hair length that extends no more than one inch from the scalp. Bangs, if worn, may not fall into the line of sight, may not interfere with the wear of all headgear, and when worn with headgear must lie neatly against the head. The width of the bangs may extend to the hairline at the temple.
- (b) Medium Hair Length - Medium hair is defined as hair that does not extend beyond the collar's lower edge (in all uniforms) and extends more than one (1) inch from the scalp. Medium hair may fall naturally in uniform and is not required to be secured. When worn loose, graduated hair styles are acceptable, but the length, from the front to the back, may not exceed one-inch difference in length, from the front to the back. The regulations for the wear of bangs detailed above are relevant. No portion of the bulk of the hair as measured from the scalp will exceed approximately two inches.
- (c) Long Hair - Long hair is defined as hair that extends beyond the collar's lower edge. Long hair will be neatly and inconspicuously fastened or pinned, except that bangs may be worn. The regulations for the wear of bangs detailed above are relevant. No portion of the bulk of the hair, as measured from the scalp, will exceed approximately two inches (except a bun, which may extend a maximum of three inches from the scalp) and no wider than the width of the head.



- (2) **Hairstyles** Faddish and exaggerated styles to include shaved portions of the scalp other than the neckline, designs cut in the hair, unsecured ponytails and unbalanced or lopsided hairstyles are prohibited. Hair will be styled so as not to interfere with the proper wear of all uniform headgear. All headgear will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. When headgear is worn, hair should not protrude at distinct angles from under the edges. Hairstyles, which do not allow the headgear to be worn in this manner, are prohibited.

Examples of hairstyles considered to be faddish' or exaggerated and thus not authorized for wear in uniform are (this list is not all-inclusive); locks and twists (not including French rolls/twists), hair sculpting (eccentric directional flow, twists, texture or spiking), buns or braids with loose hair extending at the end, multiple braids that do not start at the top of the head, hair styles with severe angles, and loose unsecured hair (not to include bangs) when medium/long hair is worn up.

- (a) Braids - Medium and long hair may be braided. Multiple braiding (defined as more than two braids) is authorized. When worn, multiple braids shall be of uniform dimension, small in diameter (approx. ¼ inch), show no more than 1/8 of an inch of scalp between the braids and must be tightly interwoven to present a neat, professional, well-groomed appearance. Foreign material (i.e., beads, decorative items) shall not be braided into the hair. Braids must continue to the end of the hair in one direction, in a straight line, and can be worn loose per medium hair length guidelines or secured to the head in the same manner as described for medium or long length hair styles. Ends shall be secured only with inconspicuous rubber bands. If multiple braids are worn they must encompass the whole head.
- (b) Hair Extensions - Hair extensions are authorized for medium and long hair only. Extensions must have the same general appearance as the individual's natural hair.
- (c) Wigs - Wigs, if worn in uniform, must look natural and conform to the above regulations.
- (3) **Physical Training (PT)** Short length hair may be worn down for organized PT, except when considered a safety hazard. Long/ medium hair must be secured. Pony tails are authorized. When hair-securing devices are worn (i.e., small pony tail holders...), they must be consistent with the hair color.
- (4) Examples of hair accessories not authorized for securing hair for PT or in uniform are; barrettes, scrunchies, bows, ribbons, alligator clips, hair nets.
- (5) Hair Accessories, except in PT situations, inconspicuous hairpins and bobby pins, rubber bands if required, are authorized. Hairnets will not be worn unless authorized for a specific type of duty such as, while serving food.
- (6) 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.

Exhibit 1: Product Suggestions



- 1) Hair gel/smoothing cream (any brand or product that will reduce flyaways)
- 2) Fine/medium tooth comb or bristle brush for smoothing
- 3) Hair ties (need to match YM's hair color)
- 4) A bun form or rolled sock donut if sock bun style is chosen (Dollar Store, CVS, Walmart Sally's Beauty Supply, Amazon or most major retailers. They also come in different sizes and colors.)
- 5) Bobby pins are smaller and work well for fine hair and can be found at any major retailer. For thick hair, hair pins work best.
- 6) Hair spray/freeze spray. Different brands all work well. Choose a freeze spray or a very heavy hold hair spray. This locks in style and prevents flyaway hair. (Walmart, CVS, Sally Beauty Supply, or most major retailers.)

Exhibit 2: How to do the “Sock Bun”



- 1) Hair should first be brushed thoroughly. A mister or gel may be used to wet hair prior to brushing
- 2) Apply gel type product liberally and use a fine or medium tooth comb to get all bumps out. This will result in a neat, slicked back look.
- 3) Secure hair into a low ponytail with hair ties the color of YM's hair. Use foam/sock donut (use the appropriate size for the length of hair) and pull ponytail through the donut. Make sure at this point the donut is low enough so it will not interfere with the wearing of the YM cover.
- 4) Fan hair out neatly around the donut and secure with a second hair tie. This will present a nice neat bun in the center with excess hair sticking out around the bun.
- 5) Tuck at any point and twist excess hair around the bun, keep twisting and pinning until all hair is twisted around the base of the bun in a ropelike fashion. Bobby pin frequently to ensure there are no flyaways. Spray with freeze spray to lock in the style and make sure all wisps are secure.

Exhibit 3: How to Make a Donut from a Sock



- 1) Cut the toe area off the sock
- 2) Roll sock outward from the toe end toward the elastic end until a donut shape is formed.

Exhibit 4: How to do the French Braid



- 1) Starting at the top French braid hair down center of head and secure with hair tie at very end. Tuck tail of braid at the base of the head making sure it is tucked high enough to not touch the lower end of the collar.
- 2) Two French braids down each side of the head with the ends tucked or gathered at the base also is acceptable and not considered eccentric. Example in picture above. This works well for very thick, long hair.

Exhibit 5: How to do the low braid



- 1) Start braid low and secure ends with hair tie.
- 2) Roll up bottom of braid and tuck under.
- 3) Secure with bobby pins and make sure folded braid does not extend past the lower edge of the collar.

- (7) The hallmark of a female Young Marine is a neat and squared away hairstyle that compliments the individual YM and stays within regulations. The styles chosen for demonstration give basic instruction on the most common styles suitable for most hair types. It is understood that every YM's hair length, texture and volume are different and might have to work individually with some Young Marines to find a style that works best. Included below are the regulations found in the YM Basic Guidebook. Pictures of products and items commonly used and where to get them is included. This IS NOT a recommendation or endorsement to purchase any of these products; they are a guide to help YMs create a lasting style if wearing their hair in this manner is not something they have done before. YMs may choose whatever products they like and whatever style suits them to best meet regulations and not be eccentric.
- (8) These styles and products are only suggestions. If there are any questions, please reach out to any female staff member or Unit Commander. Our Young Marine "YouTube" page has many hair tutorials for reference.
- 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. The completed look should be a natural one. Cosmetics with a sparkle/glitter or similar finish are not authorized for wear (to include in the hair). Exaggerated or faddish cosmetic styles are considered inappropriate and shall not be tolerated. Excessive make-up (example: over drawn eyeliner) that detracts from the professional look of a Young Marine will be asked to be removed upon UC discretion.
- c) **Nails** Fingernails will be kept clean and neatly trimmed so as not to interfere with performance of duty, detract from military image or present a safety hazard. Nail Length will be no longer than ¼-inch from the tip of the finger. Clear nail polish is the only authorized nail polish color authorized in any Young Marine uniform.
- d) **Jewelry** The only jewelry permitted is watches, stud earrings, Red Cords, medical items, religious medallions, class or Young Marines ring. All jewelry will be removed for physical training activities. Small, polished gold or silver ball earrings, 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. Gauges are not authorized.

9. **Adult Members Uniforms**

- a. **Adult Volunteer Members** AVs will wear one of the below uniforms whenever working with Young Marines, except in those instances where the uniform of the day is PT gear or civilian clothing. The only official uniforms authorized for AV members are:
- 1) **Primary AV Uniform** Khaki style trousers, slacks, shorts, skorts, or cargo pants with black polo shirt with red Young Marines swoosh logo or black staff t-shirt, unit approved t-shirt, or unit approved Young Marine polo shirt, black boots, athletic shoes, or dress shoes, khaki 8-point cover or khaki tactical ball cap (optional), and black belt.

- a) Trousers - The approved trousers are khaki slacks or cargo pants with a black nylon rigger belt. Trousers purchased from Vanguard match the khaki color of the cover as described below. Trousers are worn un-bloused.



Black Nylon Belt

- b) Shirt - The approved shirt for this uniform will be the black 'polo' style shirt or black long-sleeve, button-up Young Marines shirt, both with red stitching of Young Marines swoosh logo over the left breast or unit-approved Unit T-shirt. The shirt is worn tucked into the trousers. Female AVs may wear the shirt un-tucked. Unit Commanders will authorize appropriate cold and inclement weather sweaters, sweatshirts, and jackets.
- c) Footwear - Black athletic shoes or dress shoes are authorized. For those who choose the standard black leather military-style boots, black hot weather tropical (jungle) boots, or old-style black boots (with eyelet lacing), polishing with a high shine on the toes and heels will be maintained whenever possible. Black or green socks will be worn with the boots
- d) Shorts and Skorts - Commanders may authorize the wear of shorts when appropriate. Shorts must be consistent in style with trouser regulations. Shorts must have a minimum inseam length of at least 7 inches.

- e) Cover - The approved cover for use with this uniform will be a khaki tactical ball cap with a Young Marines Velcro patch. The patch is green on tan in color. Alternatively, the Marine Corps-style 8-point khaki utility cover is also authorized to wear with primary AV uniform. No emblems or devices, worn or ironed on, are authorized for wear on this cover. This includes the EGA and other Young Marines logos. The AV alternative uniform cover is only available through the Young Marines Gear Store. Covers shall be worn at the Unit Commanders discretion; however, if covers are worn, female AVs must adhere to the hair regulations listed for the alternative uniform. National events will list if the covers will be worn.



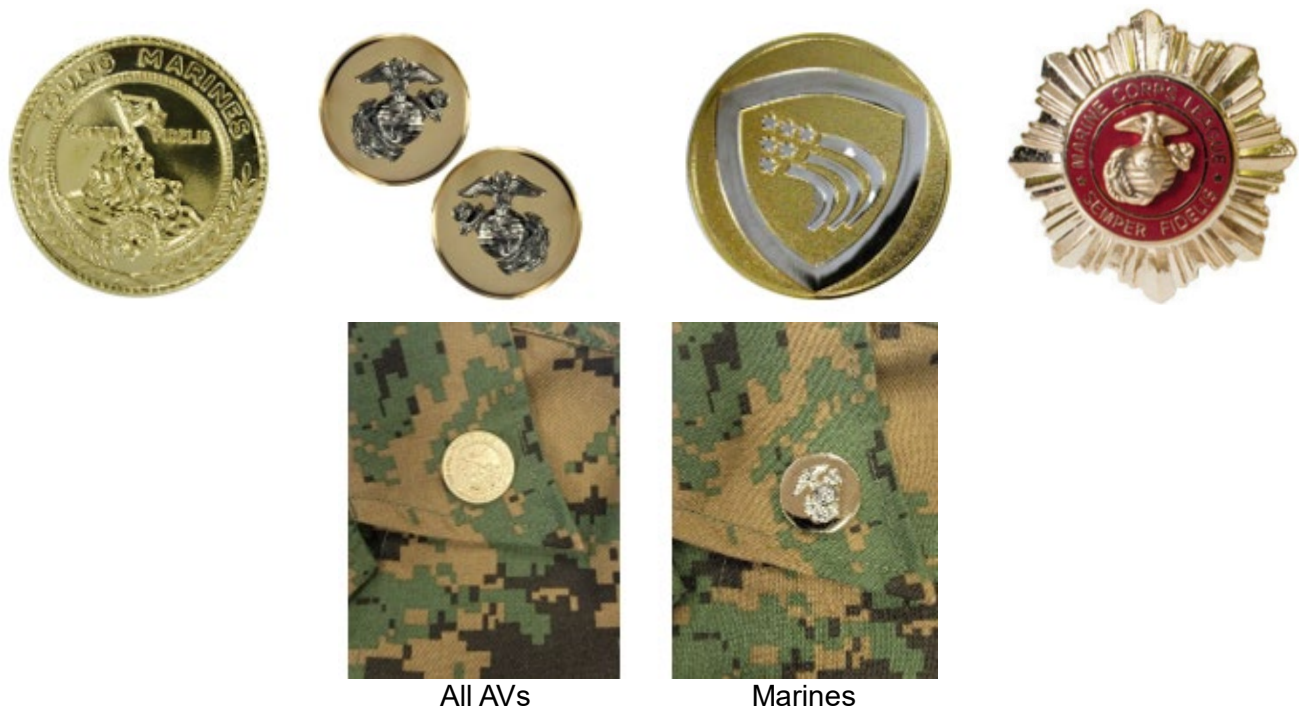
- f) Name Plates - As an option, name plates with first name, last name, and position or title underneath is authorized. Name plates can be purchased through local vendors

BILL A. BENOTZ Unit Commander	NANCY C. STILLES Unit XO	JOHN B. GOOD Unit Adjutant
JANE S. DOLLAR Financial Manager	CARL O. MUNEZ Training Officer	CYNTHIA S. TOUGH Fundraiser Officer

- g) Rank - The wearing of rank insignia of any kind by adult members on official Young Marine Uniforms is not authorized.
- h) Awards/Ribbons - Adult members are not authorized to wear Young Marine or military service ribbons on the Young Marine Uniform. The only authorized awards for AVs to wear are the DOM (Distinguished Order of Merit), Distinguished Adult Volunteer (DAV), the Adult Volunteer Longevity Award, and /or the Presidential Volunteer Service Award (see the Young Marines Awards Manual for proper wear). Young Marine drape medallion (senior one only) may be worn for special occasions such as YM birthday balls.
- i) Swagger Sticks are NOT authorized at any time.

2) **Alternate AV Uniform – Young Marine Camouflage Utility Uniform**

- a) Wearing the Young Marines Camouflage Utility Uniform - When wearing the Young Marines woodland digital camouflage utility uniform, AVs will follow the same guidelines as set forth for the youth with the following exceptions:
- b) When wearing the camouflage uniform, adult members are authorized to wear the Young Marines Disc Insignia, a solid gold colored anodized brass emblem depicting the Young Marine logo, (see Figure 1). The blouse will have an olive drab nametape over the right pocket, centered and flush with the pocket seam and the edges of the pocket. A matching olive drab tape labeled YOUNG MARINES will be worn over the left breast pocket.
- c) Active duty, former, and retired Marines are authorized to wear the anodized brass collar emblem with the Silver Eagle, Globe and Anchor attached. At no time are adult members who were not in the Marine Corps allowed to wear the Marine Corps collar emblem. Marines are also authorized to wear the “U.S. Marines” nametape in lieu of the “Young Marines” nametape over the left breast pocket (see figure 1). Those Marines who are members of the Marine Corps League may wear the MCL Sunburst collar device in lieu of the brass and silver YM Collar Device (see figure 1).
- d) Former Young Marines who are now AVs, are authorized to wear the Former Young Marine Collar Disc Insignia, a solid gold colored anodized brass disc with the Young Marine Swoosh in silver centered on each disc. (see Figure 1)



(Figure 1)

- e) The unit designation arc is sewn on the left sleeve flush against the shoulder seam with the Young Marine patch underneath, flush against the unit designation arc. The unit commander will have an additional rocker on his shoulder. It will be sewn on directly underneath the Young Marine patch and will be labeled UNIT COMMANDER.
 - f) Campaign or 'Barracks' Cover - The wearing of the Campaign Cover ("Smoky") or Marine Corps 'barracks' cover 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 instructor or staff member and former Drill/BMT Instructors.
- 3) **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. Under Marine Corps policy, Marines cannot get out of their vehicles off base if they are wearing their camouflage uniforms except in "bona fide emergencies" (vehicle crash, vehicle breakdown, or medical emergency). Therefore, Marines cannot wear their utility uniforms off base, unless authorized by their Unit Commander.

10. Grooming and Personal Appearance Standards for Adult Members

Adult members of the Young Marines program shall maintain a neat and well-groomed appearance. AVs wearing the Camouflage Uniform must adhere to the grooming and appearance standards as described in section 8, 6. Grooming and Personal Appearance Standards for Young Marines.

11. Standards for Optional Young Marine Uniforms

- a. **An excerpt from Marine Corps Uniform Regulations** Any individual wearing the Marine Corps uniform or variation of, is expected to reflect the high personal appearance standards and Esprit de Corps that all Marines in uniform represent. To this end, particular attention will be paid not only to the correct and military wear of uniform components, but also to the individual's personal and physical appearance. All personnel exercising the privilege of wearing the Marine Corps service uniform will comply fully with Marine Corps grooming and weight control standards. Furthermore, wearing of these uniforms by AVs should be reserved for special occasions (e.g. Young Marine /Marine Corps Birthday Balls; Young Marine Graduation Ceremonies, or Young Marine Award Ceremonies).
- b. **Young Marines Service Uniforms** All Young Marines Service Uniforms are optional; however, they may be required for selected national events. Young Marines 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.
- c. **Service "A" (Alphas)** This uniform is appropriate for formal and semi-formal occasions. The Young Marine must be a Staff Sergeant or higher to be authorized to wear the Service "A" uniform.
 - 1) Garrison 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.



- 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 and AV staff 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 both the long or short sleeve khaki shirt and green neck tab with this uniform. Female khaki shirts will be worn outside the skirt/slacks. The sleeves of the khaki shirts will be creased and lapels roll-pressed; however, shirts will not be pressed with military creases.
- 4) Khaki Tie and gold-plated or anodized tie clasp. The tie clasp may not exceed ¼-inch in length. Young Marines are authorized to wear the USMC Enlisted tie clasps as part of the Young Marine Service uniform. Females will wear the green service neck tab when the long sleeve khaki shirt is worn with the service "A"/"B" uniforms and when the short sleeve shirt is worn with the service "A" uniform. Neck tab will be worn with service "C" uniform or when the service sweater is worn.
- 5) Trousers - Service and dress trousers will be full cut, straight hanging, zipper fly front, and without cuffs. Trouser legs will provide relaxed fit and will be long enough to break slightly over the shoe in front and to reach the juncture of the welt of the shoe in the rear. A variation of 1/4 inch above/below the welt is acceptable. Hems will be from two inches to three inches wide. Trousers will be pressed to present a smooth vertical crease at about the center front and rear of each leg. The crease will extend from the bottom of the hem to about two inches above the trouser crotch.
 - a) Skirts will be of conventional length and sweep appropriate to the appearance of the uniform and the individual. Service skirts will be from one inch above the kneecap to one inch below the kneecap. Skirts will have a hem or facing from two inches to three inches wide and the seams will be pressed open and flat. Skirts may be worn as part of the service "A," "B," or "C" uniform. Regulation Heels (see regulations below) are the only shoes authorized with the skirt. No exceptions.
 - b) Slacks will be long enough to break slightly over the shoe in front and to reach the juncture of the welt of the shoe in the rear. A variation of 1/2 inch above the welt is acceptable. The hem on the slacks will be from two to three inches wide. Slacks will be pressed to present a smooth vertical crease at about the center front and rear of each leg. The crease will extend from the bottom of the hem to about two inches above the crotch. Slacks may be worn as part of the service "A," "B," or "C" uniform. For females, heels are not permitted in the slacks. Dress shoes, as listed in section seven, must be worn. No exceptions.
- 6) Males will wear black dress socks with all service and dress uniforms. Females may wear black socks when slacks are worn. Females will wear full-length nylon hose with service uniform skirts. Dark hose or black socks will be worn with slacks. Hose should harmonize with the natural skin tone of the individual. Hose with seams, designs, pronounced open-work mesh, or fancy heels are not authorized. Snag-proof, run-resistant hose of an inconspicuous mesh may be worn.
- 7) Black dress shoes must be approved for wear by the Unit Commander prior to purchase. The shoes shall be of synthetic semi-gloss or high gloss (patent) finish.

Shoes consisting of double/platform soles or heels or metal heel or toe plates are prohibited. Females shall wear patent black pumps of conservative cut with closed toes and heel without ornamental stitching or seams while wearing the service uniform skirt only; female black dress shoes, in accordance with the dress shoe regulations above, will be worn with the service uniform pants only. Heels will measure from 1-1/2 inches to 2-1/2 inches in height. The base of the heel will measure from 3/8 by 3/8 inch to 1-1/4 by 1-1/2 inches. Black pumps will be smooth leather or synthetic leather. Any elastic binding around the throat of the pump will match the color of the shoe.

- d. **Service "B" (Bravos)** 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. The Young Marine must be a YM/ Corporal or higher to wear the Service "B" uniform.
- e. **Service "C" (Charlies)** 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. The Young Marine must be a YM/ Corporal or higher to wear the Service "C" uniform.
- f. **Other Optional Uniform Items** Again, wearing of these uniform articles by AVs is not recommended, with the exception of the Service Sweater, Field Jacket, Scarf, and Gloves, Service Sweater (woolly pulley) may be worn at the individual's option as a component of the Service Bravo or Charlie uniform. May also be worn under the camouflage uniform.
 - 1) 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 name tapes. 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.
 - 2) 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.

- 3) All Weather Coat (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.
 - 4) 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.
 - 5) Gloves - Young Marines may wear or carry black leather, vinyl, cloth or knit gloves with the Service or Camouflage Utility uniform.
 - 6) Red Cord - Young Marines are authorized to wear the Red Cord bracelet on their wrist in accordance with drug demand reduction efforts while in any Young Marine uniform.
12. The use of chewing gum, chewing tobacco, cigarettes; hands in pockets; or the consumption of food or beverage while walking in uniform or while in formation, are examples of activities that detract from an appropriate military presence. However, good judgment will govern the application of this policy in the field environment.

13. **Tattoo Policy**

- a. Tattoos or brands on the head and neck are prohibited.
- b. Tattoos or brands that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the Young Marines are also prohibited. "Prejudicial to good order, discipline and morale or are of a nature to bring discredit to the Young Marines" may include, but are not limited to, any tattoo that is sexist, racist, vulgar, anti-American, antisocial, gang related, or extremist group or organization related. AVs meeting these exclusion criteria may be required to cover the tattoo while participating in a Young Marines activity.

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CHAPTER 9

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 re-evaluated by a 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 any time.
3. **Membership** Membership is open to any adult family member/guardian who wishes to participate and support unit activities and events. The adult family member/guardian need not be registered with the HQYM, nor have a child in the program. However, only AVs can work directly with Young Marines. Members of the Parent Support Group, who are not registered through HQYM, 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. may 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, catering, event planning (birthday ball, 5k's, etc.), and other support needs of the unit.
 - 1) Non-registered adult volunteers performing duties in relation to fundraising, transportation, logistics, catering, event planning, or other support areas must utilize a registered AV when the need to work with Young Marines or Young Marine recruits is required.

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 money and distribute items. In the event

the fundraiser requires more direct contact with the Young Marines, such as a spaghetti dinner, the person in charge will let the AV know what needs to be done by the Young Marines. The registered AV will then instruct the Young Marines in their duties.

5. Rules and Regulations

- a. All decisions by the Unit Commander are final.
- b. Adult volunteers are not covered by the HQYM liability and accident insurance unless they are registered with HQYM.
- 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 Commander 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 the utilization of the funds.

CHAPTER 10

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 myself. Semper Fidelis.
 - b. **Young Marine Creed**
 - 1) Obey my parents and all others in charge of me whether young or old.
 - 2) Keep myself neat at all times without other people telling me to.
 - 3) Keep myself clean in mind by attending the church of my faith.
 - 4) Keep my mind alert to learn in school, at home, or at play.
 - 5) 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, give 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 leading, guiding, or directing to accomplish a task.
 - 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:

- a. has the right to attend scheduled unit meetings, events, and activities that are purposeful, planned, and organized.
- b. has the right to meet in a safe, drug and tobacco-free environment under the supervision of AVs.
- c. has the right to be treated with firmness, fairness, dignity, and compassion.
- d. has the right to have opportunities to succeed and excel.
- e. has the right to report any inappropriate action by other Young Marines or adults.
- f. has the right to 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 the Deputy Director.
- g. has the right to receive a copy of the Young Marines Esprit Magazine in the Fall, Winter, Spring, and Summer.
- h. has the right to eight hours of uninterrupted sleep except under the conditions of standing fire watch while on any outing or encampment with the Young Marines.
- i. has the right to have at least 20 minutes to consume each meal.
- j. has the right to attend sick call.
- k. has the right to attend scheduled religious services.
- l. has the right to make and receive emergency phone calls.
- m. has the right to make head calls.
- n. has the right to 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 an AV.
- 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, bullying,

drugs, alcohol, and tobacco. I will not get involved in the same. I will also aid/advise 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 orders of those senior to me and support them in every way or seek guidance on orders believed not proper under the rules, regulations, policies, and By-Laws of the Young Marines.
- 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 an AV. 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.

6. **Young Marine Disciplinary Plan**

- a. Young Marines in our program are given every opportunity to make behavioral choices and decisions. They are held accountable for their actions. A Young Marine may be subject to disciplinary action for behavior that violates the Young Marines Contract and Obligation. This may include behaviors that put the mental, physical, or emotional well-being of others at risk. When establishing a clear plan of action for addressing disruptive or inappropriate behavior that may occur during Young Marine activities, the following actions may be implemented in cases where a Young Marine behaves inappropriately and/or physically harms another. This applies to YMs, Recruits and Poolees.

No Young Marine will be reduced in rank.

b. **Offense/Violation**

- 1) Minor disturbances: engaging in any conduct or using any item which does or could reasonably be expected to lead to minor disturbances and/or personal injury
- 2) Major disturbances: engaging in any conduct or using any item which does or could reasonably be expected to lead to major disturbances and/or personal injury
- 3) Insubordination (failure to obey the reasonable request of staff)
- 4) Fighting (starting or participating in)
- 5) Use of abusive, profane, or vulgar language, gestures, or depictions
- 6) Use of abusive, profane or vulgar language, gestures or depictions directed at others

7) Bullying/Threatening behavior: intimidation or bullying; threatening, stalking, or seeking to coerce or compel a person to do or say something inappropriate. This includes cyber bullying via social media or other platforms

8) Forgery

9) Theft

10) Inappropriate public display of affection

11) Harassment of any kind, including physical or sexual harassment

12) Discrimination or singling out of another member in a negative manner

c. **Disciplinary Actions**

1) A tiered approach can be used for repeated behavior

2) YM counseled (at least two AVs present and parent/guardian notified)

3) Document on Administrative Remarks Log (YMFORM3) and/or Incident Report (YMFORM6, 6A, 6B), depending on severity

4) Meeting with YM and parent/guardian to develop a corrective action plan

5) Suspension from YM unit activities, SPACES/NDSP, etc.

6) Discharge

7) Conditional offences considered especially egregious will warrant immediate dismissal from the program (e.g. assault resulting in bodily injury, sexual harassment, sexual assault, larceny valued at \$200 or more, expulsion from school, unauthorized weapon possession, felony conviction, etc)

8) All supporting documentation will be uploaded to the YMDBS and placed in the YM's physical record book.

7. **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. Drug Demand Reduction

e. Employment

- f. Finances
- g. Health & Nutrition
- h. Leadership
- i. Newspaper
- j. Physical Fitness
- k. Safety

8. **Youth Psychology**

The Young Marines program works with children of both genders and a wide range of ages. Each age represents a distinct point in a child's development. The information presented a general depiction of behavior and development for children from ages 8-17. The information provided is a general overview. 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.

The CDC provides developmental milestones for each age group-middle childhood, young teen, and teenager.

a. **Middle Childhood (6-8 years of age)**

Middle childhood brings many changes in a child's life. By this time, children can dress themselves, catch a ball more easily using only their hands, and tie their shoes. Having independence from family becomes more important now. Physical, social, and mental skills develop quickly at this time.

1) **Emotional/Social Changes** Children at this age group might:

- a) Show more independence from parents and family.
- b) Start to think about the future.
- c) Understand more about his or her place in the world.
- d) Pay more attention to friendships and teamwork.
- e) Want to be liked and accepted by friends.

2) **Thinking and Learning** Children in this age group might:

- a) Show rapid development of mental skills.
- b) Learn better ways to describe experiences and talk about thoughts and feelings.
- c) Have less focus on oneself and more concern for others.

b. Middle Childhood (9-11 years if age)

It is more evident that children at this age have a growing independence from the family and interest in friends. Healthy friendships are very important to your child's development, but peer pressure can become strong during this time. Children who feel good about themselves are more able to resist negative peer pressure and make better choices for themselves. This is an important time for children to gain a sense of responsibility along with their growing independence. Also, physical changes of puberty might be showing by now, especially for girls.

1) Emotional/Social Changes Child in this age group might:

- a) Start to form stronger, more complex friendships and peer relationships. It becomes more emotionally important to have friends, especially of the same sex.
- b) Experience more peer pressure.
- c) Become more aware of his or her body as puberty approaches. Body image and eating problems sometimes start around this age.

2) Thinking and Learning Children in this age group might:

- a) Face more academic challenges at school
- b) Become more independent from the family.
- c) Begin to see the point of view of others more clearly.
- d) Have an increased attention span.

c. Young Teens (12-14 years of age)

This is a time of many physical, mental, emotional, and social changes. Hormones change as puberty begins. This also will be a time when your teen might face peer pressure to use alcohol, tobacco, and drugs, and to have sex. Other challenges can be eating disorders, depression, and family problems. At this age teens make more of their own choices about friends, sports, studying, and school. They become more independent, with their own personality and interests, although parents are still very important.

1) Emotional/Social Changes Children in this age group might:

- a) Show more concern about body image, looks, and clothes.
- b) Focus on themselves, going back and forth between high expectations and lack of confidence.
- c) Experience more moodiness.
- d) Show more interest in and influence by peer group.

e) Express less affection toward parents; sometimes might seem rude or short-tempered.

f) Develop eating problems.

g) Feel a lot of sadness or depression, which can lead to poor grades at school, alcohol or drugs use, unsafe sex, and other problems.

2) **Thinking and Learning** Children in this age group might:

a) Have more ability for complex thought.

b) Be better able to express feelings through talking.

c) Develop a stronger sense of right and wrong.

d. **Teenagers (15-17 years of age)**

This is a time of change for how teenagers think, feel, and interact with others, and how their bodies grow. Most girls will be physically mature by now, and most will have completed puberty. Boys might still be maturing physically during this time. Your teen might have concerns about her body size, shape, or weight. Eating disorders also can be common, especially among girls. During this time, your teen is developing his unique personality and opinions. Relationships with friends are still important, yet your teen will have other interests as he/she develops a clearer sense of who he/she is. This is also an time to prepare for more independence and responsibility; many teenagers start working, and many will be leaving home soon after high school.

1) **Emotional/Social Changes** Children in this age group might:

a) Have more interest in romantic relationships and sexuality.

b) Go through less conflict with parents.

c) Show more independence from parents.

d) Have a deeper capacity for caring and sharing and for developing more intimate relationships.

e) Spend less time with parents and more time with friends.

f) Feel a lot of sadness or depression, which can lead to poor grades at school, alcohol, drug use, unsafe sex, and other problems.

2) **Thinking and Learning** Children in this age group might:

a) Learn more defined work habits.

b) Show more concern about future school and work plans.

- c) Be better able to give reasons for their own choices, including about what is right or wrong.

9. **Mental Health**

- a. Young Marines strive to make positive choices for social and emotional health. Centers of Disease Control and Prevention (CDC) states that “mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make healthy choices.” There are several obstacles and barriers that youth face today. The Young Marines ensures that young people have access to positive opportunities, such as, youth leadership, skill building, healthy peer relationships, outdoor activities, physical fitness, and sustained connections between youth and adults.
- b. Mental health matters and protecting the mental health of our youth is vital for their development. Poor mental health in adolescence can impact many areas of a teen’s life. They usually struggle with school and grades, decision making, and their health. Poor mental health can increase the risk of drug use, experiencing violence, and higher risk of sexual behaviors. Additionally, teens can experience anxiety, stress, and depression. It is important to develop good mental health as teens, so they can carry over into their adult years. (CDC)
- c. If you know of a teen having thoughts of suicide or in distress, reach out to the 988 Lifeline that provides free and confidential crisis resources for you or your loved ones, and best practices for professionals in the United States.

- d. **Key Takeaway**

Children and young people are resilient, and we need to support their mental health by making them feel connected to their environments (such as, school, family, church, and youth organizations). We can also help them build strong bonds and relationships with adults and friends at school, at home, and in the community. Remember youth needs to know that someone cares about them.

10. **Americans with Disability Act (ADA)**

In compliance with the Americans with Disabilities Act, it is the policy of the Young Marines that no person will be excluded from participation in, denied benefit of, or otherwise subjected to discrimination by the Young Marines simply because the person has a disability. Young Marines will grant reasonable accommodation where necessary to permit participation.

- a. **Definition**

The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities. The ADA prohibits discrimination based on disability. The ADA guarantees that people with disabilities have the same opportunities as everyone else to enjoy employment opportunities, purchase goods and services, and participate in state and local government programs.

- 1) The ADA defines a person with a disability as someone who:

- a) has a physical or mental impairment that substantially limits one or more major life activities.
- b) has a history or record of such an impairment (such as cancer that is in remission)
- c) is perceived by others as having such an impairment (for example a person who has scars from a severe burn)

2) What does **substantially limits** mean?

Per the ADA, the term “substantially limits” is interpreted broadly and is not meant to be a demanding standard. An example of a condition that is not substantially limiting is a mild allergy to grass.

3) What does **major life activities** mean?

Major life activities are the activities that you do every day, including your body’s own internal processes. Below are a few examples of major life activities:

- a) Actions like eating, sleeping, speaking, and breathing
- b) Movements like walking, standing, lifting, and bending
- c) Cognitive functions like thinking and concentrating
- d) Sensory functions like seeing and hearing
- e) Tasks like working, reading, learning and communicating
- f) The operation of major bodily functions like circulation, reproductions, and individual organs

b. **Examples of Disabilities**

The ADA regulations do not list all covered disabilities. Some disabilities are visible, and some are not. Here are some examples of disabilities included under ADA.

- 1) Cancer
- 2) Diabetes
- 3) HIV
- 4) Autism
- 5) Cerebral palsy
- 6) Deafness or hearing loss

7) Blindness or low vision

8) Epilepsy

9) Mobility disabilities such as those requiring the use of a wheelchair, walker, or cane

10) Intellectual disabilities

11) Traumatic brain injury

Note that the ADA covers many other disabilities not listed above.

c. **Inclusion**

1) Young Marines strives to include anyone regardless of ability into the program and gives all members the opportunity to participate in the same activities when possible. This promotes acceptance of others, embraces differences, and requires AVs to collaborate, think creatively and be flexible.

2) Currently Young Marines has units located in special education schools or centers that make the program part of their curriculum. Members from these units have various disabilities and are encouraged to participate in activities at the regiment, division and/or national levels along with other youth members.

3) Young Marine units shall establish written policies regarding youth with disabilities based on local laws and resources available to their unit. Unit policies shall develop and coordinate effective programs for youth with disabilities using available resources in the unit and from the community. All units are encouraged to make accommodations in their encampments for example removing physical barriers so that youth with physical disabilities can participate in weekend and summer resident encampments.

4) When a youth with a disability requires additional assistance or supervision and the unit does not have a professional staff member exclusively responsible said youth, the caregiver, parent and/or legal guardian must be an AV and be present at all activities involving their child as a condition of enrollment. The caregiver's exclusive responsibility is to provide the specialized care needed for the welfare of the child.

5) **Person-first Language**

National Institutes of Health (NIH) defines person-first language as a way to emphasize the person and view the disorder, disease, or disability as only part of the whole person. It describes what the person "has" rather than what the person "is." Person-first language avoids using labels or adjectives to define someone.

a) A person with diabetes not a diabetic

b) Person with cancer not cancer patient

c) Person with bipolar disorder not a person who is bipolar

However, some communities prefer identity-first language because they consider some characteristics as inseparable parts of their identity. Those who prefer identity-first language show pride in who they are. The deaf and autistic communities often show this preference for identity-first language. We recommend when possible, to ask if a person uses people-first language (student who is deaf) or identity-first language (deaf student). When a preference is unknown it is acceptable to default to person-first language.

d. **Membership**

The unit determines, with approval from appropriate medical authorities, whether a youth member is qualified to enroll, based on the definitions in paragraph two, beyond the normal membership qualification described in the AV Manual chapter one.

- 1) A physician licensed to practice medicine must certify any medical conditions, or an educational administrator on an evaluation statement must certify any learning disabilities of all prospective Young Marines beyond the normal registration requirements, respectively. The unit shall use the Health History and Physician's Report (YMMEDFORM6) to document any corrective measures, restrictions, limitations, or abnormalities. This form with support documentation shall be filed in the Young Marines Record Book.
- 2) In the case of intellectually disabled or emotionally disturbed candidates for membership, a licensed psychologist or psychiatrist must certify their condition. The unit shall use the Health History and Physician's Report (MEDFORM6) to document any corrective measures, restrictions, limitations, or abnormalities. This form with support documentation shall be filed in the Young Marines Record Book.

e. **Promotions**

Young Marines with disabilities participate in the same program as their peers without a disability.

- 1) There may come a time when the unit may need to make some accommodations in the promotion requirements to ensure a positive experience for the Young Marine with disabilities. A Young Marine with a permanent physical or mental disability may select an alternate activity or skill, if their disability prohibits the Young Marine from completing the necessary requirement needed to advance. The alternate activity should be discussed in advance and agreed upon by the unit commander, the Young Marine, and their parent or legal guardian. The unit promotion board must be included in the process to assure fairness in the advancement of all Young Marines in the unit.
- 2) The Unit Commander and AVs should consider all reasonable recommendations on how to best accommodate Young Marines. We recommend working with the child's parent or guardian to learn what works best for the child with the disability. Finding methods for accommodations are only limited by the imagination of the unit commander and staff. AVs must understand that all Young Marines have a combination of high and low skill levels and must shape activities so that all members, regardless of ability or disability may participate. It is crucial that AVs

remain open-minded and understand that inclusion requires flexibility, creativity, and advance planning.

f. **Examples of Accommodations**

- 1) A Young Marine that uses a wheelchair can meet a requirement for hiking by completing a similar distance on an accessible path broken down into multiple trips.
- 2) Giving extended time to complete an assignment to an individual with autism.
- 3) Reading a test aloud for a person that has a learning disability that struggles with reading.
- 4) Students use talk-to-text software to write a report when they have a learning disability that limits their writing abilities.

These are some examples of ways AVs can help youth with disabilities in their efforts to advance. If you need further assistance to meet the needs of a Young Marine with disabilities, please contact education@youngmarines.org.

11. **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.
 - a. Make certain the Young Marines understand their responsibilities.
 - b. Make sure your intent is clear and understood by the Young Marines.
 - c. Make sure you define any parameters, and the Young Marines understand them.
 - d. Hold Young Marines accountable when they fail to meet their responsibility.
 - e. Remember, the Unit Commander can delegate authority but not responsibility.
 - f. 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.
12. **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. AVs should take the following precautions.
 - a. **Ten-to-One Rule** Have one AV present for every 10 Young Marines. If there are 10 YMs, which consists of both males and females, then two AVs (one male and one female) must be present.
 - b. **Two-Deep Rule** An AV should never be alone (one-on-one) with a YM unless they are the Young Marine's parent. If the Young Marine is female, a female AV should always be present. If the Young Marine is male, a male AV should always be present.

c. **The Never Rules**

- 1) Never leave Young Marines unsupervised.
- 2) Never forget the "Code of Conduct". It applies to both Young Marines AVs.
- 3) Never use alcohol or tobacco products in the presence of Young Marines.

d. **Suspicious, Report It Rule** AVs should always report suspicions (including questionable injuries) discoveries or disclosures of abuse and neglect to the Unit Commander and local child protective services and/or law enforcement authorities. In matters involving domestic abuse, child abuse and neglect, sexual abuse and assault, most jurisdictions mandate that they be reported. Each state varies on definitions of abuse and neglect; whatever the definition, report it. Never attempt to handle these matters yourself. ***Every AV is a mandated reporter.*** Report it and let the professionals handle it.

e. **Isolating Young Marines**

- 1) Do not let a Young Marine become identified as the Unit Commander's Pet. Special care should also be taken to avoid favoritism (real or perceived) for the child of an AV.
- 2) Do not overuse or spoil a Young Marine. Share the wealth and build capability in the unit.
- 3) 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. See the YM Disciplinary Plan in for additional guidance.
- 4) Always involve the Young Marine's parents, custodial parent, or legal guardian when handling misbehavior and disciplinary issues.
- 5) Do not verbally abuse or tease a Young Marine.

13. **Types of Discharges** There are two types of discharges, a standard Young Marine Discharge and a Young Marine Retirement.

a. **Young Marine Honorable Discharge** Young Marines are authorized to be presented the official discharge certificate from the organization upon fulfilling the following;

- 1) The Young Marine has more than one complete year but less than five years in the organization.
- 2) The Young Marine has no serious disciplinary infractions since joining the organization.

b. **Young Marine Retirement** Young Marines are authorized to be presented the official discharge certificate along with the official retirement certificate from the organization upon fulfilling the following;

- 1) The Young Marine has at least five years of consecutive service.
 - 2) The Young Marine has earned at least two Good Conduct Awards.
 - 3) The Young Marine has earned the Drug Demand Reduction (DDR) Ribbon appropriate to the rank they hold.
 - 4) The Young Marine has no serious disciplinary infractions since joining the organization.
14. Requests for discharges are made to the Unit Adjutant who will verify the years of service as well as the other requirements as listed above, who prepares appropriate certificates, and notifies the Unit Commander. The unit should award these certificates in a manner that is typical of celebration. Preferably the discharge should be awarded in front of the Young Marine's peers in formation. A short biography of the Young Marine's time in the organization could be read and any awards due the Young Marine should be presented as well. At this time, turn over the hard copy of this Young Marine's record book to them. For more details, please refer to the Ceremonies Manual published in the Library.
15. The Young Marine Honorable Discharge and the Young Marine Retirement certificates are located in the database under the Forms/Reports menu item.

CHAPTER 11

RISK MANAGEMENT

1. **General** The first guiding principle is the health, welfare, and safety of Young Marines and AVs are paramount in the Young Marines.

The Unit Commander:

- a. Shall review and be familiar with and enforce the 16 safety points (Page 11-9).
 - b. Shall periodically inspect the unit's meeting site for health and safety hazards.
 - c. Shall 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. Shall make every effort to certify AVs 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 AVs 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 an AV. As a minimum, AV must be able to:
 - 1) Identify when CPR is required
 - 2) Administer CPR correctly per victim assessment.
 - 3) Recognize breathing emergencies like drowning, choking, asthma, hyperventilation, and allergic reactions that may occur during Young Marines activities.
 - 4) Recognize heat-related illnesses such as heat cramps, heat exhaustion, and heat stroke.
 - 5) Stabilize victims of insect bites, animal bites, and poisonous plants until EMS arrives.
 - 6) Stabilize victims of bleeding, joint/muscle injuries, and poisoning until EMS arrives.
 - 7) Recognize viral syndrome and understand appropriate quarantine and basic supportive care.
 - b. Regardless of qualification, the Unit Commander must designate two AVs as Activity Medical Officers (AMO) during unit activities and events. They must have basic knowledge in the fundamentals of first aid, be CPR qualified, and comply with the

procedures established below in the Standard Operating Procedures for Activity Medical Officers.

- c. All Young Marines parents/ guardians must have completed the Medical Consent Agreement before participating in any Young Marine activity.
- d. The Unit Commander shall have a Sick Bay established (the Young Marines Unit medical treatment facility) at all Young Marines activities for the purpose of dispensing medication, providing first aid, and treating minor injuries and illnesses. Two qualified AVs shall be designated as the Activity Medical Officers responsible for the proper operation of Sick Bay, ideally one male and one female, if necessary, for YMs in attendance.

3. **Standard Operating Procedures for Activity Medical Officers (AMOs)**

The purpose is to provide standard operating procedures for the Activity Medical Officers. 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.

- a. **AV Qualification** Units need to find out what their state regulations are regarding the AMO qualifications. Unit Commanders should attempt to get as many AVs trained in CPR and Basic First Aid as possible. Regardless of their qualifications, the AVs dispensing medication to Young Marines must be:
 - 1) An AV in good standing.
 - 2) Designated as the AMO in writing by the Unit Commander.
 - 3) Must be familiar with and adhere to the procedures established in this manual.
- b. **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 AVs, one male and one female, as the AMO responsible for the proper operation of the Sick Bay.
- c. **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.
- d. **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.
- e. **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. Found in the YMDBS, these forms

are: Sick Bay Log (YMMEDFORM4); Young Marine Information Sheet or Standard Activity Training Form (found on the YM's Landing Page) containing the Medical Consent Agreement, Health History, Permission to Dispense Prescription Medication, and Permission to Dispense Over-the-Counter Medication; and a copy of the Physical Examination Form (YMMEDFORM3).

- f. **Young Marines Medical Forms** Keep blank copies of the following forms. The unit adjutant will have copies of these forms:

- 1) Sick Bay Log (YMMEDFORM4)
- 2) Injury Report (YMMEDFORM5)
- 3) Attending Physician's Statement (YMMEDFORM6)
- 4) Medication Incident Report (YMMEDFORM8)

Remember that information provided on all YMMEDFORMS is confidential and must be safeguarded at all times, along with any prescription and over-the-counter medication.

- g. **Medical Screening for Overnight Activities or Encampments**

- 1) Prior to the Young Marine and/or Young Marine Recruit arrival, the Unit Commander or Adult Volunteer in charge (AVIC) shall:
 - a) Appoint, in writing, the two 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.
- 3) 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.
 - a) Turning in medication.
 - (1) Over the counter medication must be in original container labeled with Young Marine or Young Marine Recruit's name and pertinent instructions.
 - (2) 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 AVs or AMO to decide if a Young Marine should be on medication or not; nor is it the duty of the AV 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.

- (3) Each Young Marine or Young Marine Recruit's medication should be stored in a Ziploc Bag with the YM name written on the bag.

If medication is not in the original container as described in (1) and (2) 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. We have an obligation to give prescription medications sent with Young Marines to Young Marines in a reasonable proximity of the prescribed or regular time that the Young Marine takes the medication.

h. **Medical Screening**

- 1) Review health history for past six months:

- a) Ask if Young Marine or Young Marine Recruit is currently having any health problems and to verify allergies and other chronic medical problems. Additionally, ask if the YM has diabetes or asthma care plan.
- b) Ask about recent or current mental or physical illness or injuries. It is reasonable to check for temperature and vital signs.
- c) Verify medication, prescription, or OTC bottles.
- d) 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.

- 2) Check results of screening:

- a) If the Young Marine or Young Marine Recruit is in good basic health, they may continue to participate in the event or activity.
- b) 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.

- i. **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.

- 1) The Unit Commander or AVIC shall establish a Sick Bay and designate, in writing, two AVs 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 telephone consent is obtained (in an emergency) via AVIC or AMO, document who gave consent and date and time with two verification signatures on medication log. 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 the 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. Exception would be epi pen and rescue asthma inhalers – these should remain with the YM at all times.

a) Procedure

- (1) Prescription Medication during Multi-day/Overnight Activities
- (2) 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.
- (3) Both AMOs shall be present at Sick Bay during the dispensing of prescription medication to Young Marines.
- (4) AMO one confirms the identity of the Young Marine or Young Marine Recruit with AMO two.
- (5) AMO one signs in the Young Marine/Recruit in the Sick Bay Log (YMMEDFORM4).
- (6) AMO one then confirms the parental/legal guardian consent, Young Marine Information Sheet or Standard Activity Training Form, Permission to Dispense Prescription Medication.
- (7) AMO one confirms the name of medication, dosage, time and strength of medication, Young Marine Information Sheet or Standard Activity Training Form, Permission to Dispense Prescription Medication, when read aloud by AMO two. Confirm the name of medication, dose, name of YM, and route of medication.
- (8) AMO two obtains the appropriate medication container from the Medical Chest and read aloud to AMO one and Young Marine/Recruit the:
 - (a) name on the medication container

- (b) drug name, dosage, route, and times to dispense
 - (9) AMO one provides the Young Marine/Recruit the proper dosage and verifies with the YM that this is the appropriate medication and the dose being dispensed is correct.
 - (10) Both AMOS verify the Young Marine/ Recruits consumed the medication before dispensing next medication.
 - (11) AMO one records the medication, dosage and time in the Sick Bay Medication Log (YMMEDFORM4). Two AMOs sign the log to verify medication was dispensed properly.
 - (12) Repeat Steps 1b through four as required, if same Young Marine/Recruit has more than one prescription medication required at that time.
- b) **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.
- (1) AMO one carries the field medical kit and AMO two carries the all prescription and OTC medication and Medical Treatment Logbook.
 - (2) At the appointed hour, the AMOs establishes a Sick Bay.
 - (3) The Young Marines/Recruits requiring prescription medication reports to Sick Bay with identification card and canteen or cup of water, as required.

c) **Over-the-Counter (OTC) Medication:**

No Young Marine or Young Marine Recruit shall be given over-the-counter medication without permission from a parent or legal guardian on the Young Marine Information Sheet or Standard Activity Training Form (or verbal consent for OTC medication in case of emergency; prescription remains written only).

- 5) If the Young Marine/Recruit is too ill to continue the activity:
 - a) Inform the Unit Commander or AVIC.
 - b) Immediately contact the Young Marines or Young Marine Recruits parents or legal guardian or emergency contact.
 - c) 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.

- 6) When the Young Marine/Recruit visits sickbay for medical treatment, the AMO shall:
 - a) identify and sign-in the Young Marine/Recruit in the Sick Bay Log (YMMEDFORM4)
 - b) determine the nature of the illness or injury and document information provided by the Young Marine/Recruit or third party
 - c) determine appropriate treatment
 - (1) If treatment requires dispensing over-the-counter drugs, refer to the Young Marine Information Sheet or Standard Activity Training Form to determine parental/legal guardian consent and verify any allergies.
- 7) 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 dispensing any medication if the Young Marine does not have 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.
- 8) Document the nature of the illness or injury and the treatment provided in the Sick Bay Log (YMMEDFORM4) with appropriate AMO signature(s) sign out the Young Marine/Recruit in the Sick Bay Log (YMMEDFORM4) when treatment is concluded, and the Young Marine/Recruit is discharged from sickbay.
- 9) Always advise the Unit Commander or AVIC 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 or urgent care center.
- j. **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:
 - 1) immediately notify the Unit Commander or AVIC of the incident
 - 2) complete the Medication Incident Report (YMMEDFORM8)
 - 3) keep the Young Marine/Recruit under observation
 - 4) advise the Unit Commander on a prudent course of action regarding local treatment or evacuation to a medical treatment facility. It is reasonable and prudent to contact poison control for an appropriate course of action for a YM given the wrong medication or dosage. The Unit Commander must:
 - a) notify the Young Marine's or Young Marine Recruit's parent or legal guardian and ask for any special instructions,
 - b) determine proper action to ensure the safety and well - being of the Young Marine/Recruit

- c) file the Medication Incident Report (YMMEDFORM8) in Young Marine/Recruit's YMRB as part of the Young Marine's permanent record.

k. **Important Points**

1) The UC shall:

- a) Designate in writing two Activity Medical Officers (AMOs) to administer prescription and/or over-the-counter (OTC) medication to Young Marines in their unit.
- b) Ensure that the AMOs have basic first aid and CPR qualifications.

2) The AMOs shall:

- a) Be familiar with the procedures established herein.
- b) Collect and safeguard all prescription and OTC medication in original containers collect and file all Sick Bay Log (YMMEDFORM4) and Young Marine Information Sheet or Standard Activity Training Form in the Medical Treatment Logbook.
- c) Record all visits to Sick Bay in the Sick Bay Log (YMMEDFORM4).
- d) Dispense prescription and/or over-the-counter medication to Young Marines/Recruits with parental or legal guardian written consent for prescription and/ or verbal consent as a last resort for over the counter medications. Dispense the amount and dosage that is listed on the prescription. Do not alter without written notification from the physician.
- e) Record all dispensed prescription medication in Sick Bay Medication Log and verify with two AMO signatures. (YMMEDFORM4).
- f) Remember to return all unused prescription medication to the Young Marines/ Recruits parent or legal guardian upon conclusion of the activity.

3) The AMO shall make recommendations to the UC/ AVIC on whether a Young Marine/ Recruit should:

- a) participate in the activity,
- b) be restricted in participation of activity,
- c) be sent home, or
- d) be taken to the hospital or urgent care center.

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

- I. **Injury Report** All injuries to Young Marines, Young Marine Recruits or AVs at an official Young Marine Activity requiring treatment at Sick Bay must be reported to the Unit Commander or AVIC, regardless of severity.
- 1) The Unit Commander or AVIC shall determine:
 - a) What action must be taken based on the report by the AMO.
 - b) Whether an official report is required to the HQYM.
 - 2) The Unit Commander/AVIC 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.
 - 3) If the injury or illness requires medical attention by a medical professional or a medical treatment facility, an Injury Report (YMMEDFORM5) and Attending Physician's Statement (YMMEDFORM6) must be completed and submitted to HQYM by the Unit Commander/AVIC (AVIC). Submission instructions are noted at the top of each form and a copy of these forms should be kept in the Young Marine Record Book.
 - 4) If you are not sure if you should submit an Injury Report (YMMEDFORM5) to HQYM, complete it and send it!

4. **16 Safety Points**

- a. Qualified Supervision - AVs who understand and knowingly accept responsibility for the well-being and safety of Young Marines shall supervise every Young Marines activity. The AVIC 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.
- b. Physical Fitness - The AVIC 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. All YMs and YM Recruits must have an annual health screening.
- c. 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.
- d. Safe Area or Course - A key part of the AVIC's responsibility is to know the area or course of activity and determine that it is well suited and free of hazards.
- e. 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 AVIC shall inspect all equipment prior to and after the activity to determine its condition and ensure its proper maintenance.

- f. Personal Safety Equipment - The AVIC shall ensure that every participant have and uses the appropriate personal safety equipment required for the activity. Prior to participating in the activity, the AVIC shall ensure its suitability, proper fit and serviceability.
- g. 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 AVIC 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.
- h. Skill Level Limits - Every activity has minimum skill levels. The AVIC must identify and recognize the skill level of participants and not put that participant at risk by attempting any activity beyond their abilities.
- i. 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.
- j. Planning - Safe activities follow a plan that is conscientiously developed by the experienced AVIC's or other competent sources. Good planning minimizes risk and builds contingencies for emergencies and changes in plan.
- k. Communications - The AVIC 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. The AVIC 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.
- l. Permits and Notices - The AVIC 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.
- m. First Aid Resources - The AVIC 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.
- n. Applicable Laws - The Young Marines safety policies parallel or go beyond mandates, but the AVIC must confirm and assure compliance with all applicable laws, rules, regulations and/or statutes.
- o. CPR Resources - 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 AVs and eligible Young Marines be trained in cardiopulmonary resuscitation (CPR). A CPR qualified AV should be present at all strenuous activities.

- p. Discipline - Young Marines are expected to conduct themselves consistent with the principles conveyed in the Young Marines Obligation, Creed, and Core Values. The AVIC shall treat all participants in the manner decreed in the Adult Volunteer Code of Conduct (AVCC), By-Laws, and Adult Volunteer Manual.

5. **Youth Protection**

- a. **General** “Regardless of where you live or your profession, you have a duty to protect youth from abuse or neglect. Reporting concerns are suspicions of abuse is a community responsibility.” -Family & Youth Services Bureau

- 1) Anyone can report suspected child abuse or neglect to law enforcement or local Child Protective Services (CPS). Adults have a responsibility to take action to keep youth safe by reporting in a timely manner.

- 2) How do I report suspected child abuse or neglect?

- a) State Child Abuse and Neglect Reporting Numbers Contact your local agencies to report maltreatment.

- b) The National Center for Missing & Exploited Children provides information about how to report online sexual exploitation of a child or if you suspect that a child has been inappropriately contacted online.

- b. **Responsibility**

- 1) 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 AV Training taught by representatives from child protective or family services, or law enforcement organizations, or other YM Headquarter or authorized provider.

- 2) 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 state of residence local authorities on how best to notify the parents or legal guardian if they are not the accused abuser. The Unit Commander’s responsibility will be guided by the local authorities where the parents or legal guardian reside based on state laws and investigative process. Sensitivity and privacy must be maintained at all times. It is not the AV’s responsibility to investigate sexual abuse allegations, only to report the allegations to the appropriate authority.

- 3) Unit Commanders’ must report serious misconduct or criminal conduct by AVs 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 -

Regimental Commander, Division Commander, and the Deputy Director. Violation of the AVCC or inappropriate behavior of any kind will not be tolerated.

c. **Four Types of Child Abuse**

According to the CDC, child abuse and neglect are serious public health problems and adverse childhood experiences (ACEs). They can have long-term impacts on health, opportunity, and well-being. This issue includes all types of abuse and neglect of a child under the age of 18 by a parent, caregiver, or another person in a custodial role (such as a religious leader, a coach, a teacher) that results in harm, the potential for harm, or threat of harm to a child. The four common types of abuse and neglect:

- 1) **Physical abuse** is the intentional use of physical force that can result in physical injury. Examples include hitting, kicking, shaking, burning, or other shows of force against a child.
- 2) **Sexual abuse** involves pressuring or forcing a child to engage in sexual acts. It includes behaviors such as fondling, penetration, and exposing a child to other sexual activities.
- 3) **Emotional abuse** refers to behaviors that harm a child's self-worth or emotional well-being. Examples include name-calling, shaming, rejecting, withholding love, and threatening.
- 4) **Neglect** is the failure to meet a child's basic physical and emotional needs. These needs include housing, food, clothing, education, access to medical care, and having feelings validated and appropriately responded to.

d. **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 AVs from unfounded accusations of child abuse.

- 1) 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 AV shall be alone with a YM in a room with closed doors, including toilets. Also, prevent situations where two Young Marines are left alone.
- 2) Make sure that transportation is adequately supervised - Never allow a YM to be alone in a bus or van with the driver. Enforce a strict schedule and prohibit the driver from making unauthorized stops with Young Marines in the vehicle. **Always remember the 2-Deep rule applies to transportation of YMs.**
- 3) Be aware of custody arrangements - Do not release a YM 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.
- 4) Isolation versus privacy - Take special care with toileting, showering, and sleeping arrangements to limit isolation, yet provide adequate privacy.

- 5) Set reasonable limits on physical interaction - Avoid inappropriate or questionable physical contact. Never let Young Marines sit on your lap. Avoid activities between YMs with YMs or AVs, such as wrestling, rough-housing, back rubs, or tickling.
- 6) Discipline - Do not physically punish Young Marines, this includes IPT. Do not restrain Young Marines except under the conditions established in the AVCC.
- 7) 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.
- 8) Supervision - Supervise and have eyes-on Young Marines at all times.

e. **Recognize the Signs of Abuse and Neglect** According to the Family & Youth Services Bureau, abuse and neglect come in different forms and can sometime be hard to see. Some types of maltreatment occur in isolation, others occur in combination. It is important to differentiate between extreme or bizarre behavior as a potential abuse rather than mislabel such behavior as simply "acting up." Additionally, it is important to recognize and identify signs of trafficked youth and youth at risk of being trafficked. (Mandatory Reporting and Keeping Youth Safe, 2022)

- 1) Signs of abuse, neglect, and sexual exploitation may include the following (Child Welfare Gateway Information, 2019):
 - a) Unexplained injuries or bruises
 - b) Extreme behaviors (excessive crying, truancy, running away)
 - c) Sudden change in behavior
 - d) Poor hygiene
 - e) Inappropriate clothing
 - f) Excessive fear of parent(s), caregiver(s), or going home
 - g) Depression
 - h) Threats of self-harm, or harm to others
 - i) Poor peer relationships or inability to relate to peers
 - j) Constant hunger, tiredness, or lack of energy
 - k) Attention-seeking behavior/inappropriate sexual behavior
 - l) Potential signs of sex trafficking: new or expensive clothing or material items

f. How to Respond to a Youth's Disclosure of Abuse

It is important to remember to respond using a trauma-informed approach, to listen, and to support them. (Family & Youth Services Bureau, 2022)

1) Listen

- a) Stay calm and patient.
- b) Provide a safe and private environment.
- c) Let youth their own voice.
- d) Listen for what happened, who did it, and when and where it happened.
- e) Don't be afraid to say the wrong thing.

2) Reassure

- a) Reassure youth that they did nothing wrong, that you believe them, and that it is okay that they have told you what has happened or what is happening.
- b) Be supportive and non-judgmental.
- c) Address any concerns about the youth's safety.

3) Respect

- a) Respect that youth may only reveal some details.
- b) Acknowledge their bravery and strength.

Remember:

You are not responsible for coming up with an exhaustive report or providing proof. Do not ask too many questions and avoid asking leading questions. A mandated reporter only needs to have reasonable suspicion that a youth has been abused or neglected.

Do not make promises you cannot keep or guarantee that everything will be fine.

Do not tell the Young Marine that you will report their experience to some else (e.g., CPS, mental health professional, law enforcement).

Write down very careful and detailed notes about your suspicions, your observations, and your interactions with the youth. Report suspected abuse to the proper authorities as required by law. Contact your local agencies to report maltreatment by clicking here [State Child Abuse and Neglect Reporting Numbers](#).

CHAPTER 12

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 hours of drug prevention/drug resistance education each quarter (every three months) each operating year. If a Young Marine is absent during scheduled DDR training, they should be given the opportunity to make it up. This can be achieved by having the Young Marine research a DDR topic and write a report about the topic, or they can research a DDR Topic, prepare a lesson plan, and present the information. These are two possible suggestions. There are many ways in which a Young Marine can make up the time as long as the unit gives them the opportunity.
3. **Consistency** To ensure our Young Marines are introduced to a consistent and standardized level of educational information, regardless of geographic location, the Young Marines follow and teach the Project Alert curriculum as the base of our Drug Demand Reduction efforts. AVs and Young Marines over the age of 14 can create an account at www.projectalert.com. The site will lead the AV or YM through all the lessons and booster lessons. When the training is completed, Project Alert will issue a Certificate of Training through an email link. The AV or Young Marine then sends that link to ddr@youngmarines.org and the certificate is entered into the database by HQYM personnel. The certified instructor is then able to teach the Project Alert curriculum in a classroom setting. The Young Marines has also created our own DDR initiative, called *Closing the Gate on Drugs*, covering most of the drugs that our youth will be exposed to in their communities, neighborhood, and schools. If youth area educated on the hazards of using these drugs, they will never make the leap to even more dangerous ones. The Closing the Gates on Drugs initiative also serves as an outreach effort, in spreading a healthy, drug free lifestyle message to the nation.
4. **Outreach** Though Young Marines participate in drug demand reduction activities throughout the year, all units are expected to participate during Red Ribbon Week. Red Ribbon Week is held from October 23-31 every year and commemorates the sacrifice of Drug Enforcement Administration Agent Enrique "Kiki" Camarena. Former Marine, former police officer, "Kiki" was kidnapped and killed in Mexico while a member of the DEA, striving to stem the flow of drugs into our country. During this week, Young Marines join schools and organizations around the nation in honoring the commitment of individuals like Agent Camarena and pledging to lead drug free lives. Young Marines have also created the Red Cord Project. Young Marines wear and share red cord bracelets to signify the commitment to lead healthy drug free lifestyles year-round.
5. **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. This can be accomplished by:

- a. Advocating for 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.

6. **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. AVs 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 have a conflict 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, and to talk with rather than at. Young Marines may talk more openly about sensitive topics with someone who is not their parent or guardian, someone who has gained their trust.

7. **Reasons Why Youth Use Alcohol, Tobacco, and Illicit Drugs** According to the Drug Enforcement Administration (DEA), young people often spend time exploring and learning more about themselves as they approach adulthood. Some young people may try drugs or alcohol to:

- a. Relieve boredom
- b. Feel good
- c. Forget their troubles and relax
- d. Satisfy their curiosity
- e. Ease their pain
- f. Feel grown up
- g. Show their independence
- h. Belong to a specific peer group

They are more likely to try drugs because of circumstances or events called risk factors. Substance Abuse and Mental Health Services Administration SAMHSA says, “risk factors are characteristics at the biological, psychological, family, community, or cultural level that precede and are associated with a higher likelihood of negative outcomes.”

DEA states the risk factors for drug use include:

- f. Poor grades in school
- g. Engaging in alcohol or drug use at a young age
- h. Friends and peers who engage in alcohol or drug use
- i. Persistent, progressive, and generalized substance use, misuse and use disorders by family members
- j. Conflict between parents or between parents and children, including abuse or neglect
- k. Victim of bullying or cyberbullying
- l. Low self esteem
- m. Permissive parenting

SAMHSA states that “protective factors are characteristics associated with a lower likelihood of negative outcomes or that reduce a risk factor’s impact. Protective factors may be seen as positive countering events.”

DEA states the protective factors that may decrease the risk of drug use include:

- a. Strong bond with a parent or caregiver
- b. High self esteem
- c. Attending a school with policies against using alcohol and drugs
- d. Having an adult role model who doesn’t use tobacco or drugs, or misuse alcohol
- e. Participating in athletic, community, or faith-based groups
- f. Living in a community with youth activities that prohibit drugs and alcohol
- g. Parent or caregiver who talks regularly about drugs

Remember a powerful protective factor is a strong bond with a parent or caregiver and they are the most important role models in a child’s life.

8. **Tailoring DDR Lessons** 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. AVs should reference the YM Guidebook(s) and the YMDBS Library for lesson ideas.

9. **Information About Alcohol, Tobacco Products, and Other Drugs**

Our Drug Demand Reduction (DDR) program is designed to educate young people about the dangers of drug use and misuse. We strive to provide them with the tools and resources they need to make informed decisions about their health and well-being. To do this AVs must be knowledgeable and up to date about the latest information on alcohol, tobacco, and other drugs. Below you will find a brief overview of substances that youth may encounter and potential harmful effects.

- a. **Alcohol** According to the National Institute on Alcohol Abuse and Alcoholism (NIAAA), an adolescent's brain undergoes changes in the organization and function of the brain that brings about the cognitive, emotional, and social skills necessary for adolescent to survive and thrive. When young people engage in drinking alcohol during this time of growth, they are vulnerable to both short-term and long-term negative effects of alcohol. Furthermore, underage drinking can lead adolescents to make poor decisions and engage in potentially harmful behavior that can result in injuries, sexual assaults, and even death.

1) **Short-term Effects of Alcohol on the Brain and Behavior**

- a) Makes it difficult to control impulses and make healthy choices.
- b) Compromises the ability to sense danger.
- c) Produces euphoria or pleasure that tricks the brain into thinking that drinking alcohol is a positive decision and motivates young people to drink again in the future.
- d) Alcohol-related blackouts temporarily block the transfer of memories from short-term to long-term.

2) **Long-term Effects of Alcohol on the Brain and Behavior**

- a) Increases the likelihood of developing alcohol use disorder.
- b) Significant effects on brain function which ultimately impact cognitive functions, memory, and school performance over time.

- b. **Tobacco/Nicotine and Vaping** According to the National Institute on Drug Abuse, cigarette smoking, and other tobacco use are linked to cancers and heart and lung diseases. All tobacco products contain nicotine, causing the body to stimulate the adrenal glands, releasing adrenaline. Adrenaline stimulates the body causing an increase in blood pressure, respiration, and heart rate. (NIH)

1) **U.S. Food & Drug Administration (FDA) considers Tobacco Products as:**

- a) Cigarettes
- b) Cigars
- c) Dissolvables

- d) Hookah Tobacco
- e) Nicotine Gels
- f) Non-Tabacco Nicotine
- g) Pipe Tobacco
- h) Roll-Your-Own Tobacco
- i) Smokeless Tobacco Products, including Dip, Snuff, Snus, and Chewing Tobacco
- j) Vapes, E-Cigs, Hookah Pens, and other Electronic Nicotine Delivery Systems (ENDS)

(1) What are E-cigarettes? (CDC)

- (a) Electronic devices that heat a liquid and produce an aerosol or mix of small particles in the air.
- (b) Come in many shapes and sizes. Most have a battery, a heating element, and a place to hold a liquid. They look like cigarettes, cigars, pipes, USB flash drives, pens, and other everyday items. Large devices such as tank systems or mods.
- (c) Also known as e-cigs, e-hookahs, mods, vape pens, vapes, tank systems, and electronic nicotine delivery systems (ENDS).
- (d) Using e-cigarettes is sometimes called vaping.

Nicotine is unsafe for kids, teens, and young adults because most e-cigarettes (vapes) contain nicotine. Nicotine is an addictive drug in regular cigarettes, cigars, and other tobacco products. Nicotine can harm the parts of the brain that controls memory, attention, learning, mood, and impulse control. It can also increase the risk for future addiction to other drugs. Additionally, vaping can affect a youth's mental health causing anxiety, stress, and depression. (CDC)

- c. **Marijuana** According to the CDC, marijuana (cannabis, weed, pot, or dope) contains tetrahydrocannabinol (THC) and cannabidiol (CBD). THC is a compound that is impairing and mind-altering. CBD is not impairing, which means it does not cause a "high".

1) The negative impacts to a young person's health and well-being are:

- a) Brain development – impairs thinking, memory, and learning.
- b) Linked to depression and social anxiety.
- c) More likely to develop temporary psychosis and long-lasting mental disorders.

d) Affect reaction time, coordination, and concentration which are skills required for safe driving.

e) Increases the potential for marijuana use disorder.

d. **Other Drugs**

1) **Narcotics/Opioids**

NIH defines narcotics as a substance used to treat moderate to severe pain. Narcotics are like opiates such as morphine and codeine but are not made from opium. They bind to opioid receptors in the central nervous system. Narcotics are now called opioids. Examples include the illicit drug heroin and pharmaceutical drugs like Oxycontin, Vicodin, codeine, morphine, methadone, and fentanyl.

2) **Depressants**

Depressants are drugs that induce sleep, relieve anxiety, and muscle spasms, and prevent seizures. Examples are barbiturates, benzodiazepines (i.e., Xanax, Ativan, etc.), GHB, and Rohypnol. A person can rapidly develop dependence on and tolerance to depressants. This makes them unsafe, increasing the likelihood of coma and death. (DEA)

3) **Stimulants**

Stimulants speed up the body's systems. This includes prescription drugs such as Adderall, Dexedrine, Concerta, Ritalin, diet aids, and other illicit drugs such as methamphetamine, cocaine, methcathinone, and bath salts. Stimulants increase the activity of the central nervous system. Misuse of stimulants can be highly addictive, dangerous and/or even deadly (DEA, SAMHSA)

4) **Hallucinogens**

Hallucinogens are among the oldest known group of drugs used for their ability to alter human perception and mood. They are found in plants and fungi or are synthetically produced. Examples include ecstasy/MDMA, ketamine, LSD, peyote, mescaline, and psilocybin.

5) For more detailed information such as description, common street names, and the effects on the mind and body, refer to the resources below:

a) Drug Enforcement Administration (DEA)

b) National Institute on Alcohol Abuse and Alcoholism (NIAAA)

c) National Institutes of Health (NIH)

d) Centers for Disease Control and Prevention (CDC)

e) Substance Abuse and Mental Health Services Administration (SAMHSA).

- f) Additional resources can be found on the Young Marines website (www.youngmarines.org) under Healthy & Drug-Free.
- e. **Federal Resources:**

Drug Enforcement Administration

www.dea.gov

www.justthinktwice.com

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>

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 20037

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

f. Private-Sector Resources:

Partnership For A Drug-Free America

www.drugfreeamerica.org

Community Anti-Drug Coalitions of America

901 North Pitt Street, Suite 300

Alexandria, VA 22314

703-706-0560

800-54-CADCA

www.cadca.org

Mothers Against Drunk Driving (MADD)

P.O. Box 541688

Dallas, TX 75354-1688

800-GET-MADD

www.madd.com