



## **Ceremonies Manual**

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## Disclaimer:

The enclosed ceremony outlines contained in the Young Marines Ceremonies Application and the Young Marines Ceremonies Manual from National Headquarters are to be used as guidelines to help facilitate a unit's drill and ceremonies. These ceremonies have been used and perfected by Unit Commanders in the field.

The content contained in the manual and application does not reflect any specific branch of military service. These ceremonies are inherent to the Young Marines training program only.

# CHAPTER 1

# Young Marine Graduation Ceremony

## 1. Introduction

Young Marines who have given the time and their all, either in Recruit Training or at a local school, should be recognized in a manner befitting Young Marines (Note: An example for the setup is provided).

## 2. Graduation Committee

### a. Graduation Committee

If a unit or local school desires to have a graduation they should ensure that a graduation committee coordinated and overseen by the unit Executive Officer (XO) displays the seriousness of the accomplishment and the pride therein. Members of the committee should consist of the following:

- 2 or 3 of the unit's highest ranking Young Marines
- 2 Registered Adults to assist the Executive Officer and Adjutant
- Parent Volunteers if required

### b. Graduation Committee Responsibilities

The graduation committee is responsible for the following:

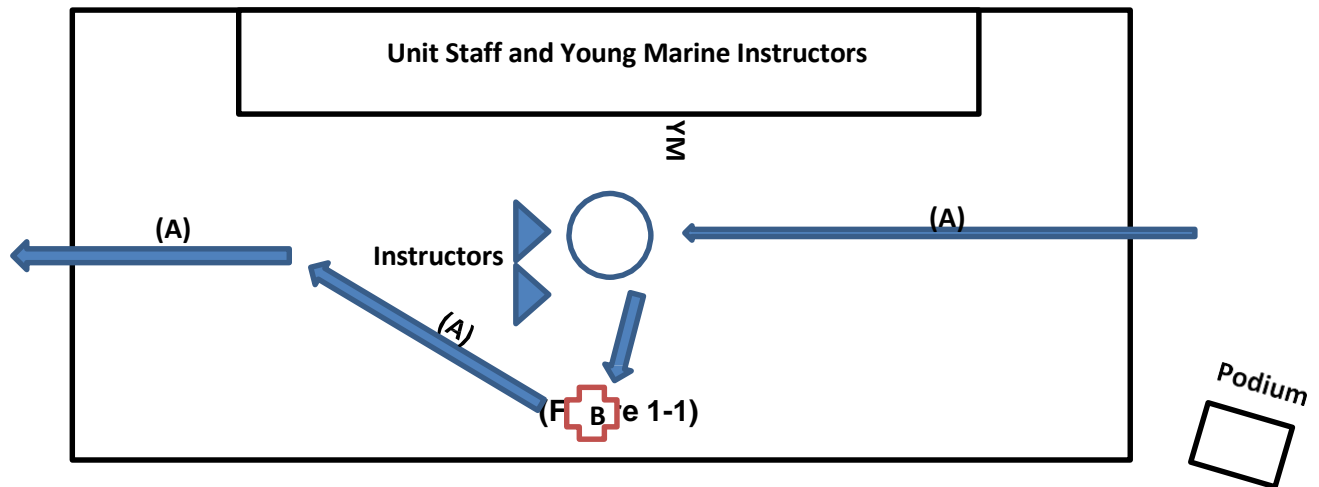
- Budget plus date and time of the graduation from Unit Commander (UC)
- Securing the venue well in advanced of the graduation
- Guest of honor (if used)
- The graduation decorations and cake
- Programs with names of graduating Recruits / Students (First name, MI, Last name)
- Decorating the venue for the graduation
- Award certificate(s), ribbons, Iron Mike / Molly Marine certificate etc.
- Expense report to the Unit Commander for allocations of unit funds for the graduation

## 3. Graduation Ceremony

The graduation ceremony should be something simple yet enough for the Young Marines to be proud of completing a course of instruction. The ceremony should reflect pride in the Young Marines accomplishments. When graduating, have the Young Marine walk on the stage. They should receive their graduation certificate from the senior instructor. Walk to the center stage, show off their certificate, get a picture taken, and exit so the next Young Marine can walk up. (See figure 1-1).

- Unit Staff and Young Marine Instructors will be sitting in the back of the stage
- The podium will be setup close to the audience.
- **(A)** References the Young Marines direction of movement on and off the stage.
- **(B)** References the Young Marines mark for pictures

The podium should be setup off of the stage (or at stage left or right) if possible to enhance the Young Marines' day as all eyes will be on them and not the speaker.



#### 4. **Cake**

The Young Marines' graduation cake should be a simple and inexpensive cake for all to enjoy. The cake should be adorned with the following:

- "Congratulations Young Marines" include the class number or school number (if applicable)
- Unit Logo
- Young Marines Logo
- Or a combination of both

#### 5. **Guest of Honor**

When inviting a guest of honor to speak make sure they date, time, location, dress code, and that the graduates are Young Marines; not "Marines". It is customary and expected that the Guest of honor be presented with a small memento from the unit for being present. This could be a framed Certificate of Appreciation with a group photo of the Young Marines, unit challenge coin, etc.

#### 6. **Decorations**

Decorations for the graduation should be simple, fun, and patriotic. Decorations should be mixed to show camaraderie and esprit de corps to the Young Marines organization.

#### 7. **Color Guard**

At the very least, the Colors should always be marched on and either the National Anthem should played or sung. (**Note:** Colors should be retired before the rest of the ceremony continues). If the National Anthem is not played, ask the attendees to recite the Pledge of Allegiance.

#### 8. **Uniform**

The Young Marines should have a visual sense of cohesion and should all be in the same uniform. There should not be Young Marines in different uniforms unless they are a guest. If the Recruit class is graduating, all current Young Marines should be present to welcome them aboard after the ceremony. Registered Adults (RA) should be in the Young Marines RA Uniform, Alternate Uniform, or dressed as nice as possible (coat and tie).

9. **Entertainment**

Entertainment should be something moderate but enjoyable for the Young Marines. Some units play a PowerPoint of the year's events (drills, community service, special projects etc.). The Young Marines and parents enjoy seeing the memories projected on a big screen or wall.

10. **After the ceremony**

Ensure that no less than one (1) week after the ceremony, thank you cards are sent out to those responsible for helping with the Young Marines' graduation being the success it was. Ensure that a card is also sent to the guest of honor.

11. **After Action**

It is important that members of the unit complete an after action report (AAR) and submit to the Unit Commander (UC). The UC should make note of things that went great and things to improve on for future events.

12. A Young Marine's graduation should be a memorable event and enjoyable as possible. This is a day for celebration. There should be no stress for any Young Marines or Registered Adults.

**Note:** The ceremony and events listed for such are a suggestion. Each unit, based on size, location, and economy should hold a graduation to their best ability.

# Young Marine Discharge Ceremony

## 1. Introduction

A Young Marine who has decided to leave the Young Marines program, but has not been in the program long enough to have a retirement certificate (5 years) should be given a discharge certificate with ceremony.

## 2. Discharge Certificate

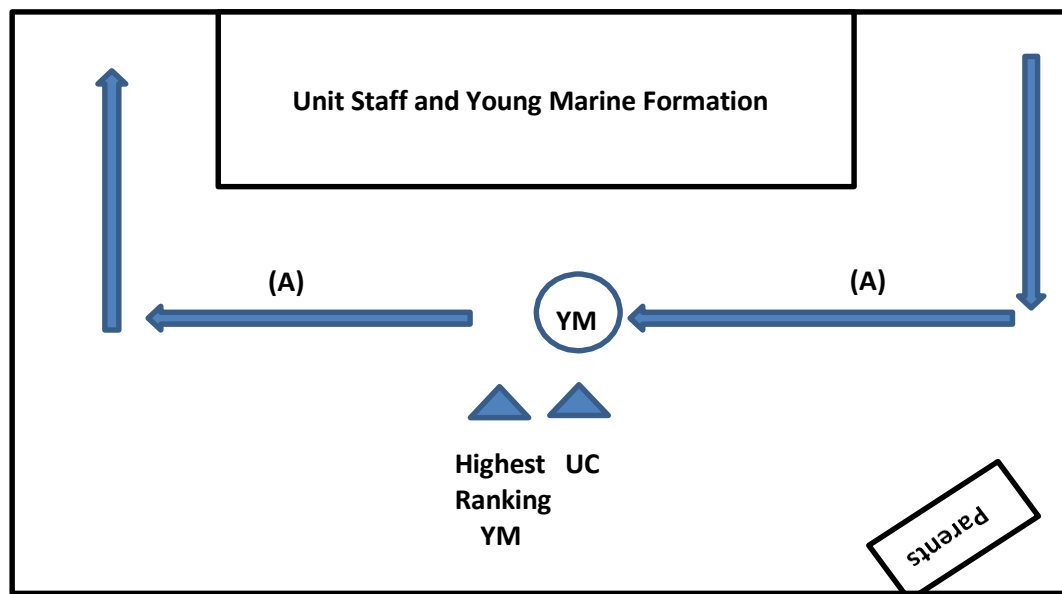
The Unit Adjutant should download a "Discharge Certificate" (found on the Young Marines Database in Forms/Reports under Certificates). The certificate should be printed and ready for the Unit Commander to sign.

## 3. The Discharge Ceremony

The discharge ceremony should be simple and conducted at a unit drill with all Young Marines in attendance to say farewell. (See figure 1-2).

- (A) Young Marines' direction of movement (Note: the Young Marine should stop directly in front of the Unit Commander).
- The unit's highest ranking Young Marine should be to the left of the Unit Commander and will read the discharge certificate to the unit. Once the certificate has been read, the certificate is handed to the UC, who will then present it to the Young Marine being discharged.
- After the Unit Commander has discharged the Young Marine, put the unit at ease. Offer the discharged Young Marine if they would like to say a few words to the group.
- When the Young Marine being discharged has completed their comments, put the unit back to attention. The UC will then tell the discharged Young Marine to "post." The now former Young Marine will follow the direction of movement to the back of the unit and post by the staff until the unit is dismissed.

**Note:** Discharge ceremony should be for two Young Marines at a time maximum to kept it individual centric and positive.



(Figure 1-2)

#### 4. **After the ceremony**

Ensure the former Young Marine is leaving with a good feeling about the program. This will make the difference in what story they tell of the program. It will help when they send other youth to the unit or become a Registered Adult themselves.

#### 5. **Your Young Marines**

The Unit Commander should talk to the Young Marines after the discharge and explain to them why the Young Marine asked to be discharged. Remember they are still kids and the younger Young Marines may not comprehend why someone is leaving.

#### 6. **After Action**

The Unit Commander should assign at least one Registered Adult and a highest ranking Young Marine to draft an After Action Report (AAR). The Unit Commander can use the AAR to adjust future ceremonies.

**Note:** The discharged Young Marine should be given a print out of information on how to join the Young Marines Alumni Association when they turn 18.



# Young Marines Birthday Ball Ceremony

## 1. Introduction

The Young Marines Ball should be a simple yet dignified event intended to bring Young Marines together in camaraderie and esprit de corps. The Young Marines Ball should not be an attempt for units to emulate a Marine Corps Ball; but rather to celebrate the Young Marines birthday. It is appropriate to include some aspects of a Marine Corps Ball to show our respect to the Marine Corps' past and present.

## 2. Ball Committee

### a. Ball Committee

A unit having a Birthday Ball, should have a 'Ball Committee' coordinated by the XO after he and the UC have decided on date, time, location, and format. Members of the committee should consist of the following:

- 2 or 3 of the unit's highest ranking Young Marines
- 1 or 2 Registered Adults to assist the XO
- Parent Volunteers

### b. Ball Committee Responsibilities

The ball committee is responsible for the following:

- Venue for the ball
- Sequence of events
- Guest of honor
- Securing the venue well in advanced for the ball
- The ball decorations and cake
- Decorating the venue for the ball
- Preparing a budget for the Unit Commander to approve prior to incurring expenses
- Expense report to the Unit Commander for allocations of unit funds for the ball

## 3. Cake

The Young Marines Ball cake should be a simple and inexpensive cake for all to enjoy. The cake should be adorned with the following: (See figures 1-3, 1-4, and 1-5)

- "Happy Birthday Young Marines" include years (i.e. 55, 56, etc.) based on Oct 17, 1965
- Unit Logo
- Young Marines Logo
- Or a combination of both



(Figure 1-3)



(Figure 1-4)



(Figure 1-5)

It is customary to bring in the cake for the ball in a ceremonious procession with the cake placed on a rolling cart. If space does not permit the procession, place on a table in front of the audience prior to the start. It is also customary to use the following script:

*"Ladies and Gentlemen and Young Marines, it is customary at Young Marines birthday celebrations to cut a traditional cake in celebration of the chartering of our organization."*

*"The first piece of cake is given to our guest of honor, will (name) please come forward?"*

*"The second and third pieces of cake go to the youngest and oldest Young Marines present. The youngest Young Marine present is (Rank and Name), who was born on (date) and entered the Young Marines on (date). The oldest Young Marine present is (Rank and Name), who was born on (date) and entered the Young Marines on (date). (At this time, a piece of cake is handed to the oldest Young Marine) Upon receiving the second piece of cake, the oldest Young Marine will in turn pass it on to the youngest Young Marine (oldest hands to the youngest). This signifies the passing of experience and knowledge. The oldest Young Marine will receive the third piece of cake further emphasizing the fact that we care for our younger Young Marines before we look to our own needs.(Pause) and so it must be."*

#### 4. **Guest of Honor**

Remember that when you have a guest of honor present at your Ball, they need to be cognizant of the fact that these are Young Marines and not "Marines".

It is customary and expected that the guest of honor be presented with a small memento. This gift from the unit is to show appreciation for the guest taking time to join the unit for the celebration.

#### 5. **Decoration**

Decorations for the ball should be simple, fun, and patriotic. Some units have red, white, and blue or even camouflage streamers. It is not necessary to have just pure military decorations. Inexpensive paper patriotic bunting can be purchased at most party supply stores.

#### 6. **Color Guard**

At the very least, the Colors should always be marched on and either the National Anthem played or sung. If the National Anthem is not played, ask that all in attendance to rise and recite the Pledge of Allegiance. (**Note:** The colors should be retired before the rest of the ceremony continues).

#### 7. **National Executive Directors Message**

It is customary to read the National Executive Director's Birthday Message.

#### 8. **Uniform**

The Young Marines should have a visual sense of cohesion and should all be in the same uniform. There should not be Young Marines in different uniforms unless they are guests. Registered Adults (RA) should be in the Young Marines RA Uniform, Alternate Uniform, or dressed as nice as possible (coat and tie). Some units prefer that all attendees dress in civilian dress attire (no uniforms).

## 9. **Entertainment**

Entertainment should be something moderate but enjoyable for the Young Marines. If a disc jockey is used, the selection of songs should appropriate for all ages of Young Marines. There should be no surprises in the song choice (or lyrics therein).

## 10. **After the ceremony**

Ensure that no less than one (1) week after the ceremony, thank you cards are sent out to those responsible for helping with the Young Marines' Ball. Ensure that a card is also sent to the guest of honor

## 11. **After Action**

It is important that members of the unit complete an after action report (AAR) and submit to the Unit Commander (UC). The UC should make note of things that went great and things to improve on for future events.

**NOTE:** The Young Marines Ball is to be a fun and enjoyable for the Young Marines. This is their day to celebrate their birthday. There should be no stress for any Young Marines or Registered Adults. Have fun and enjoy the camaraderie.

# Young Marines Color Guard

## 1. Composition

The standard Young Marine color guard consists of:

- a. Four (4) Young Marines:
  - Two Basic Young Marines (YM/Pvt – YM/LCpl) are Rifle Bearers.
  - Two Junior Young Marines (YM/Cpl – YM/Sgt) are Flag Bearers.
  - Other Young Marines may fill these positions regardless of rank
- b. The senior Young Marine is the Color Sergeant. This person carries the American Flag and commands the color guard.
- c. The junior color bearer carries the organizational colors, which is always on the left of the American Flag.
- d. In some cases, it is appropriate to use only the two flag bearers for color guard events. When presenting colors in or at a religious facility, rifles will not be used.
- e. Covers will not be worn while inside a religious facility but will be worn for an outdoor setting.

## 2. Color Guard Rifle Bearers

The Color Guard Rifle Bearers will position themselves on either side of the flags (Left and Right Bearers). Under normal circumstances, the Rifle Bearers will carry parade rifles. Real rifles **will never** be carried or used in any way with Young Marine ceremonies or color guards. When making or purchasing a parade rifle, remember that it must be light enough for smaller Young Marines.

A few examples of parade rifles are provided below. (See figures 1-6 and 1-7)



(Figure 1-6)



(Figure 1-7)

### 3. Color Guard Formations

- a. When looking straight at the color guard formation, the National Colors (American flag) will always be displayed on the left. From the formation point of view, the American Flag is on the flag's own right. Beside it will be the Young Marines' Flag and then any state, federal or military flags.
- b. The height of the Young Marines in the color guard should not be a determining factor for participation. Older and taller Young marines are preferred for color bearers in order to handle the flags; especially outside in the wind. (See figures 1-8, 1-9, and 1-10 below)



(Carry Colors)  
(Figure 1-8)



(Order Colors)  
(Figure 1-9)

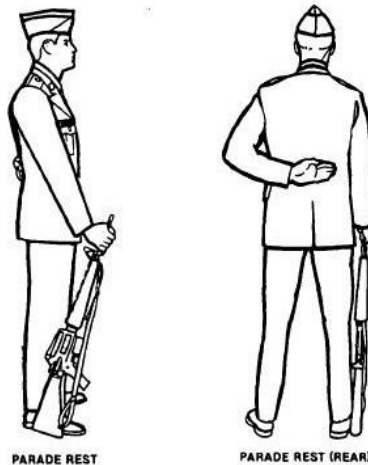


Present Colors  
(Figure 1-10)



#### 4. Rifle Manual

- a. Parade rest: Parade rest for the **right and left Rifle Bearers** - the Young Marine will hold the rifle in their **right** hand (See figure 1-11).



(Figure 1-11)

- b. Right and Left Shoulder Arms: It is important to remember that when the Rifle Bearers go to place the rifles on their shoulders, they are opposite of each other. When given the command "Shoulder Arms, the **right** Rifle Bearer will go to right shoulder arms and the **left** Rifle Bearer will go to left shoulder arms (See figures 1-12 and 1-13).



(Order Colors)  
(Figure 1-12)

Note rifles on the right for Order Colors

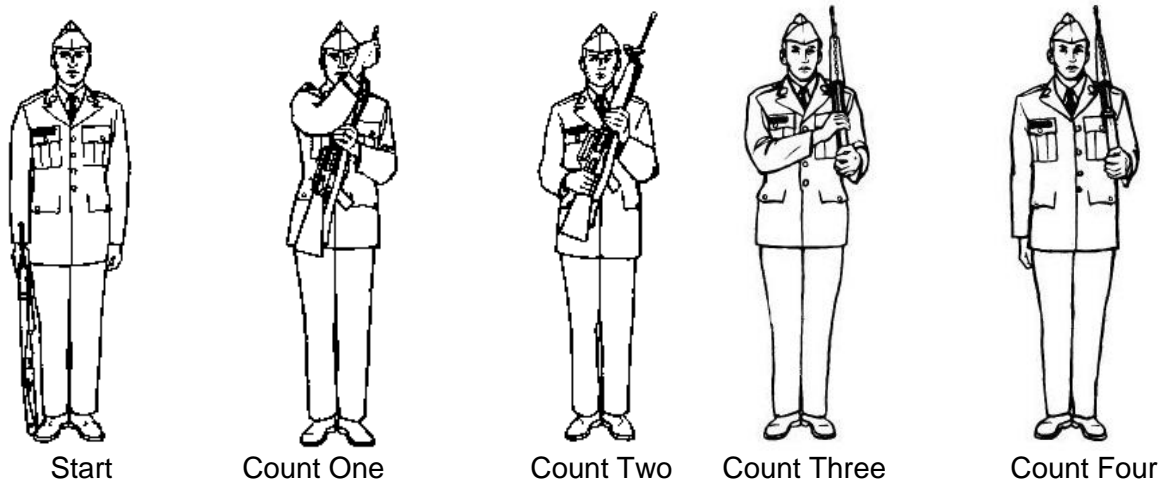


(Carry Colors)  
(Figure 1-13)

Note rifles are on the outboard shoulders during Carry Colors

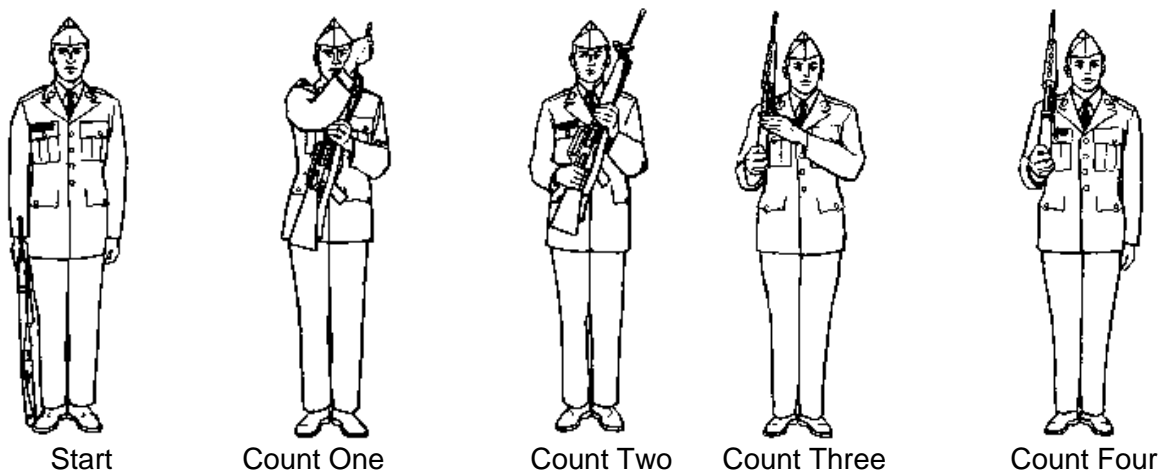
c. Order Colors to Shoulder Arms

- Figure 1-14 (below) depicts how left Rifle Bearer will go from Order Colors to left Shoulder arms.



(Figure 1-14)

- Figure 1-15 (below) depicts how right Rifle Bearer will go from Order Colors to right shoulder arms.

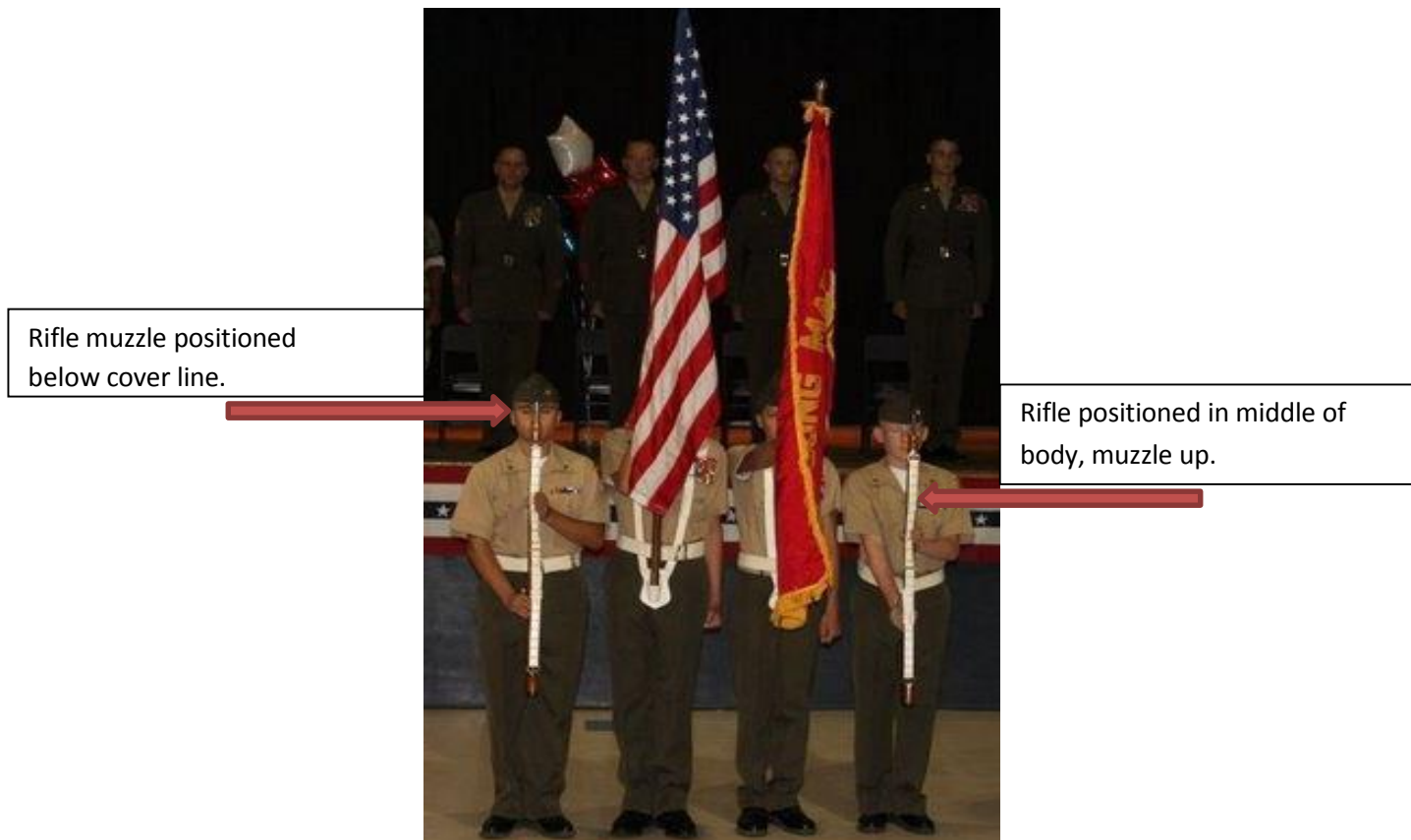


(Figure 1-15)

**Note:** During these movements, the head does not move.

d. Shoulder Arms to Present Arms

When presenting the colors Young Marine Rifle Bearers will go sharply to present arms. The rifles will be held out in front of with the muzzle pointing up and positioned just below their cover line and in the middle of the body (See figure 1-16).

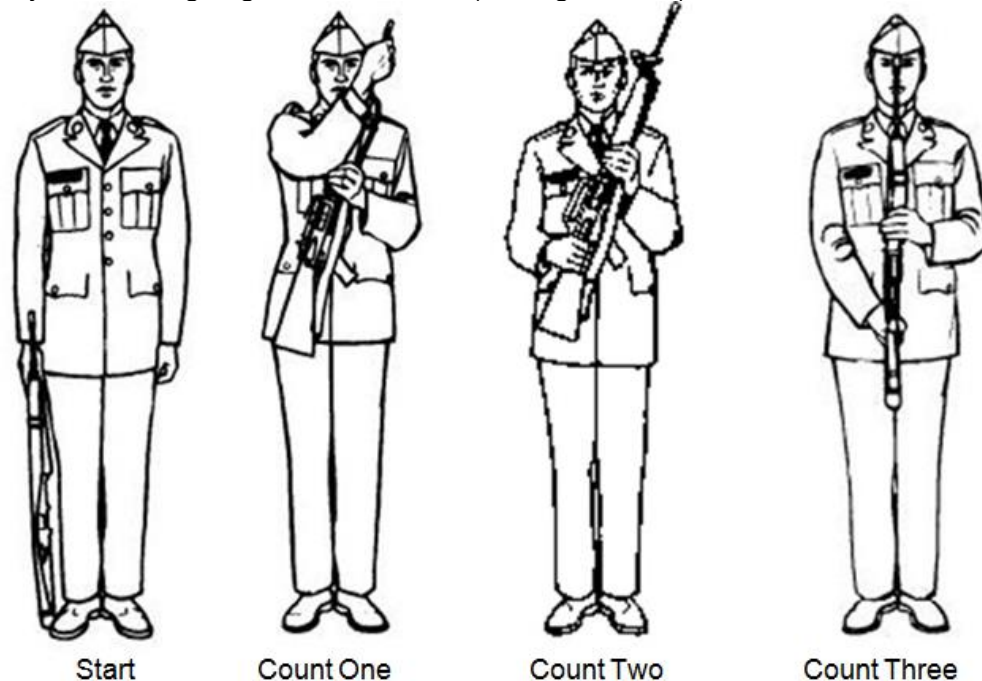


**(Figure 1-16)**



e. Order Colors to Present Arms

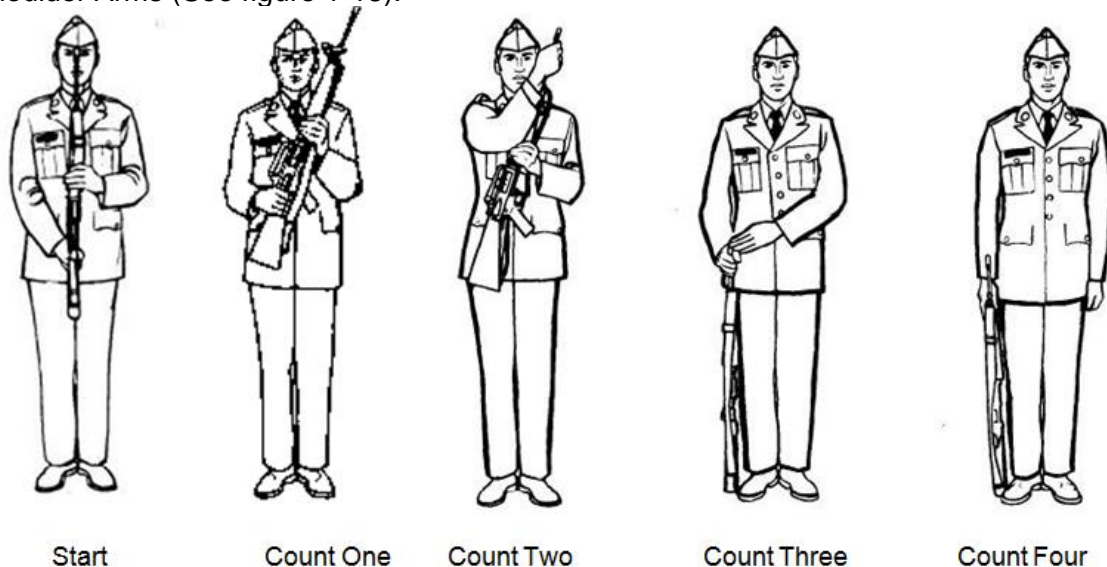
When Young Marine Rifle Bearers go to present arms it is like going to shoulder arms; however when the rifle is in across the middle of the body It will immediately be held out and turned in front of the body instead of going to the shoulder. (See figure 1-17)



(Figure 1-17)

f. Present Arms to Order Colors

When going back to Order Colors, Rifle Bearers will bring rifles from Present Arms to Port Arms position; then bring their right arm back across the middle of the body to grasp the muzzle and guide the rifle back to the side of their right leg. If Young Marines are to march away after they present the colors, then Rifle Bearers must go from Port Arms position to Shoulder Arms (See figure 1-18).



(Figure 1-18)

## 5. Presenting the Colors

When presenting the colors at a ceremony, Rifle Bearers will come to present arms at the same time as the Unit Colors slowly dip (at a 45 degree angle). The National Colors will remain straight up and down. If the Color Bearers are able to hold the flags with one hand the other hand should be down along the seam of their trouser as if at the Position of Attention. (See figure 1-19)



(Figure 1-19)

6. **Color Guard with no Rifles**

Sometimes Young Marines color guards are requested and the unit is unable to provide a complete color guard. This is no reason to cancel the ceremony. Simply gather the Color Bearers and perform the ceremony without the rifles. (See figures 1-20 and 1-21)



(Figure 1-20)

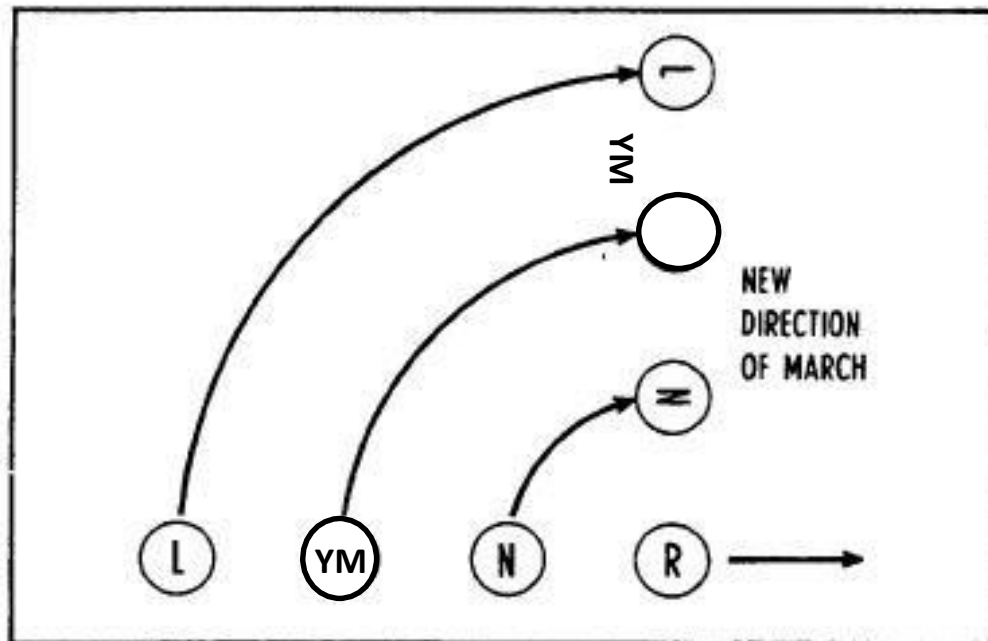


(Figure 1-21)

## 7. Marching with the colors

### a. To face the color guard to the right (left):

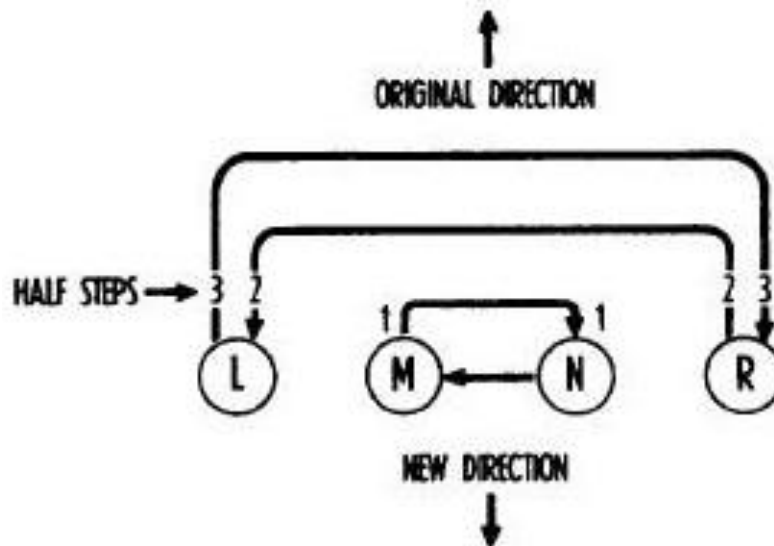
- The command is “RIGHT (LEFT) TURN”, “MARCH”. It may be executed while halted, marking time, or marching.
- On the command MARCH, with the right (left) flank person acting as a stationary pivot, the color guard turns to the right (left), while half stepping, until they face the new direction. When making the turn, all members of the color guard face the same direction maintaining their alignment. (See figure 1-22)
- Upon completion of the turn, the color guard will be marking time. The senior Color Bearer must immediately give the next appropriate command, such as “Forward MARCH,” or “Colors, HALT.”



(Right Turn)  
(Figure 1-22)

b. To face the color guard to the rear

- The command is COUNTERMARCH, MARCH. It may be executed while halted, marking time, or marching. When marking time or marching, the command is given as the left foot strikes the deck. When this command is given while marking time or marching, the color guard will take one more 2-inch vertical step in place or one more 30-inch step forward with the right foot before starting the half steps for this movement. If executed from the halt, the color guard will immediately begin the designated steps starting with the left foot (See figure 1-23).



(Countermarch)  
(Figure 1-23)

- The national Color Bearer pivots to the left, moving into the position formerly occupied by the organizational color bearer, facing the new direction of movement, and begins marking time.
- The organizational Color Bearer takes one half-step forward, pivots to the right outside the National Color Bearer, moving into the position formerly occupied by the National Color Bearer, facing the new direction of movement, and begins marking time.
- The right Rifle Bearer takes two half-steps forward, pivots to the left, outside the organizational Color Bearer, moving into the position formerly occupied by the left Rifle Bearer, facing the new direction of movement, and begins marking time.
- The left Rifle Bearer takes three half-steps forward, pivots to the right outside the right Color Bearer, moving into the position formerly occupied by the right Rifle Bearer, facing the new direction of movement, and begins marking time.
- Upon completion of this movement, the entire color guard marks time until it is halted or until it receives the command "Forward, MARCH" or "Colors, HALT."
- This is a 13-count movement. Practicing and coordinating the color guard to perform it together using a 13-count will help keep everyone in step and finish together.



# Young Marines Flag Etiquette

## 1. The Flag Code

The Young Marines recognizes Title 4 United States Code as the authority of etiquette concerning the Flag and Seal, Seat of Government, and the States. Please refer to this authority for flag etiquette.

(Reference: <http://www.gpo.gov/fdsys/pkg/USCODE-2011-title4/html/USCODE-2011-title4-chap1.htm>)

## 2. Flag Code Information

- a. The Flag Code, which formalizes and unifies the traditional ways in which we give respect to the flag, also contains specific instructions on how the flag is not to be used. They are:
- b. The American flag should never be dipped to any person or thing.
- c. The American flag is never flown upside down except as a distress signal.
- d. The American flag should not be used as a drapery, or for covering a speakers desk, draping a platform, or for any decoration in general. Bunting of blue, white, and red stripes is available for these purposes. The blue stripe of the bunting should be on the top.
- e. The American flag should never be used for any advertising purpose. It should not be embroidered, printed or otherwise impressed on such articles as cushions, handkerchiefs, napkins, boxes, or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard
- f. The American flag should not be used as part of a costume or athletic uniform, except that a flag patch may be used on the uniform of military personnel, fireman, policeman and members of patriotic organizations.
- g. The American flag should never have placed on it, or attached to it, any mark, insignia, letter, word, number, figure, or drawing of any kind.
- h. The American flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- i. When the American flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag it should be folded neatly and ceremoniously.
- j. The American flag should be cleaned and mended when necessary.
- k. The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning. The American flag is should not have its stars cut out or its stripes separated by cutting before burning. The whole flag should be burned as one entity.

(Reference [www.usflag.org/flagetiquette](http://www.usflag.org/flagetiquette))

# Young Marines Parade Formations

## 1. Introduction

Young Marines often find themselves marching in parades for certain National holidays and local events. In this section, one example of a parade formation is discussed.

## 2. Parade Formations

Depending on the size of the unit, the formation should be adjusted. Ideas for formations are provided as a guide.

Key:

YM = Young Marine

PS = Platoon Sergeant

PG = Platoon Guide

SL = Squad Leader

TL = Team Leader

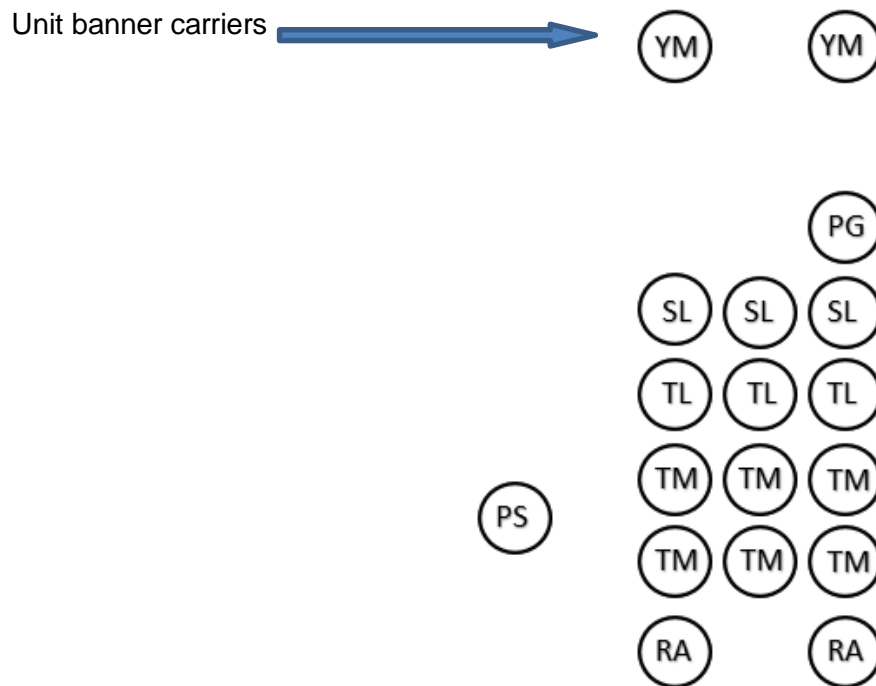
TM = Team Member

RA = Registered Adult

SYM = Sr. Young Marine

UG = Unit Guide

- a. Normal Platoon formation: You may see this type of three (3) squad platoon formation in many parades. This formation also depends on the amount of Young Marines and the size of the parade area (See figure 1-24).

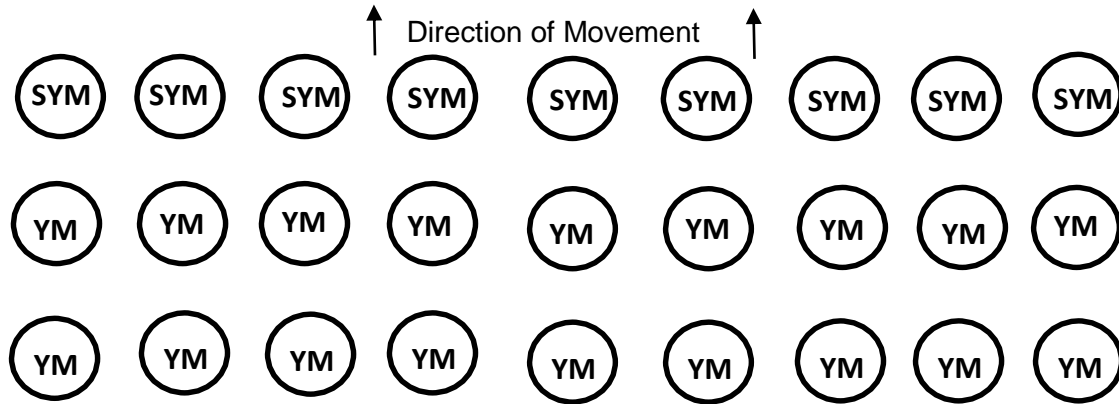


(Figure 1-24)

**Note:** Platoon formations will vary depending on amount of Young Marines available. A banner is not required by a unit; however this example is using one for those who do have one. The Unit Color Guard, if used, will be marching at least six (6) paces in front of the unit banner; the Registered Adults should be at least four (4) paces behind the young Marines for safety and medical emergencies.

b. Parade in Mass Formation

In this type of formation the Young Marines are formed up in mass due to amount of Young Marines present (i.e., a good example would be a Battalion, Regimental or Division Parade) (See figure 1-25).

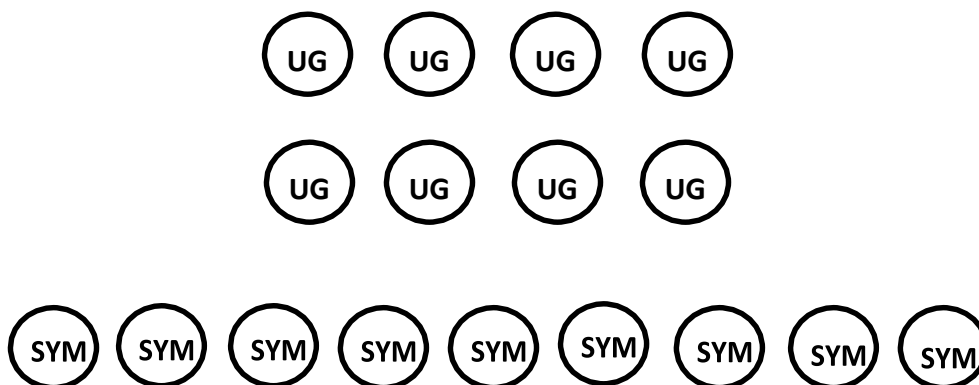


(Figure 1-25)

**Note:** When setting up this type formation, with exception of Senior Young Marines, the formation should be from tallest to shortest (front to rear). The only exception to the Senior Young Marines will be the furthest Young Marine on the right (or left depending where the reviewing stand is) should be as tall or as close to the same height as the Young Marine behind.

c. Massed Guidons

When utilizing mass formation ensure that all unit guidons are massed together and boxed by height; the same as the formation. See example below. The massed Unit guides will fall in six (6) paces in front of the formation and four (4) paces behind the color Guard (See figure 1-26, 1-27, and 1-28).



(Figure 1-26)





(Guidons massed at Parade rest)  
**(Figure 1-27)**



Massed Guidon Bearers ready to march.  
**(Figure 1-28)**

**Note:** When setting up this type of formation, with exception of senior YM, you need to set everyone from tallest to shortest. The only exception is senior YM will be the furthest YM on the right or left depending where reviewing stand is. This YM must be as tall or as close to same height as YM behind.

### 3. **After Action**

It is important that members of the unit complete an after action report (AAR) and submit to the UC. The UC should make note of things that went great and things to improve for future events.

# CHAPTER 2

# Young Marines Mess Night

## **Introduction**

The Young Marines Mess Night is very basic but if you have a good imaginative team heading it up, it will be a fun night for all.

## **Brief History of Mess Night**

Mess Night started as a Marine Corps tradition. While serving as the adjutant of the 4th Marines in Shanghai in 1927, Captain Lemuel C. Shepherd, Jr., coached the regiment's swimming team. His counterpart in the Second Battalion Scots Guards invited young Shepherd and his commanding officer, Colonel Henry C. Davis, to a guest night hosted by the officers' mess of this famous regiment.

Later in his career, General Shepherd remembered the impressive evening. The mess silver sparkled in the light of the handsome candelabra arranged on a polished table laden with fine crystal and china. During the dinner, the battalion's pipe major played several traditional highland ballads to the tune of his own wailing on the bagpipes, and a guardsman danced.

Although the attending officers toasted to the health of King George V, the battalion commander—the President of the Mess—invited the pipe major to join him for a toast after the performance. The final toast of the evening was to their famous regiment and its raising by King Charles II in 1662. Both Marines left visibly impressed. The following morning, Colonel Davis summoned his adjutant and instructed him to arrange a similar gathering hosted by the 4th Marines, and to invite the officers of the Scots Guards.

Probably the first mess night in the form we know today occurred at Marine Barracks 8<sup>th</sup> & I in the late summer of 1954. The commanding officer of the barracks, Colonel Williams, served as the President of the Mess; General Shepherd was the guest of honor. The new tradition flourished and gained in popularity thereafter. In the fall of 1955, General Shepherd held a Commandant of the Marine Corps' (CMC) Mess Night in his quarters to formally introduce General Randolph Pate (21<sup>st</sup> CMC) to the officers of the barracks. Then, just before he left office, a group of general officers honored General Shepherd at a mess night at Marine Corps Base Quantico. The Secretary of the Navy, Chief of Naval Operations, and personal friends of General Shepherd attended as well. Colonel Robert Heint supervised the memorable event held at Harry Lee Hall.

The Young Marines hold their own Mess Night traditions. This dinner is held annually for the Advanced Leadership School attendees at the National Leadership Academy. Units are encouraged to carry on this tradition.

## THE PLAYERS -

- President of the Mess (POM)
- Vice-Chair of the Mess (VC)
- Honor Teaser(s) (HT)
- Guest(s) of Honor (GOH)

The **President of the Mess** (POM) is seated at the head table and centered overlooking those in attendance. Their job is to rule over any disputes, maintain an up-beat tempo throughout the night and to maintain control of the Mess. It is important to remember this is an event to have fun and foster esprit de corps.

Any who wishes to address the POM must receive permission from the Vice-Chair. More on this later.

The Vice-Chair (VC) needs to have a sense of humor and be able to think quickly on their feet. The VC sits at a table in the rear or off to the side where they are able to communicate with the POM. The VC assists the POM by selecting those who wish to address the Mess. The VC is also responsible for ensuring the Mess is set up. This includes the location, arrangement of the room, seating chart, appropriate beverage for toasting, as well as menu selection. The most important job comes down to humor. They must be able to come up with humorous “charges or allegations” against those in attendance, and they should be good natured and fun.

The Guest(s) of Honor can be anyone chosen by the President of the Mess. The guest(s) should be informed as to the events of the evening and appropriate attire. The Guest of Honor should never be “called on the carpet” with charges or allegations by anyone at the Mess. Guest(s) of Honor are off limits. It is appropriate to invite multiple guests. The Guest(s) of Honor should be seated at the head table and then decide if they would like to speak and in which order. Normally, the Guest(s) of Honor will be asked to say a few words and be allowed enough time to prepare their speech. If the Mess Night has a theme, it is recommended their talking points coincide but it is not required.

Teasers are those individuals who are attendees to the Mess. The POM and the VC will know who the Teasers are as they are selected beforehand. The Teasers are utilized to get the party going, keep up the good nature of the event, and keep the event lively. Sometimes, getting the attendees involved in the “mudslinging” requires prodding; this is where the Teasers come in. By a signal from either the POM or the VC, a Teaser will invoke some charge or allegation against an attendee. This should be well-thought out and humorous, with the intent to “get the ball going.” Sometimes they are not needed. If the Mess is full of attendees who have not experienced one before or who do not know each other well, Teasers will add life to Mess Night.

## **SEQUENCE OF EVENTS**

**INVITATIONS** - Some Mess Nights are held by invitation only. Formal invitations are sent to attendees.

**SOCIAL HOUR** – A social hour is the mingling of guests prior to being seated for dinner. If space permits, use a separate room for social gathering prior to the start of Mess Night. Juice and soda would be appropriate beverages to serve. Additionally, provide hors d'oeuvres such as cheese, crackers, fruit, chips, and dip.

The intent of the social hour is for people to mingle. Do not have many chairs in this room. An attraction in the room will help draw people in, such as someone playing a piano.

Fifteen minutes before dinner, “chimes” is played. This noise signals all in attendance to finish up their drinks and make any head calls. During dinner, no one should be permitted to leave the dining hall without “expressed permission” from the POM.

**MARCH ON OF THE ROAST BEEF** – At a point just prior to dinner being served, the music “Roast Beef of Old England” will begin to play and a server will enter the room carrying on a small plate, a portion of the meat to be served at dinner. The server will continue to parade the meat around the room so that all may view and smell the meat as it passes by. A very nice looking portion should be used for this pass and review. As the music ends, the server will stop in front of the POM who will sample the meat, savoring its flavor for just a moment then declaring, “I find this meat tasty and declare it fit for human consumption.” A round of applause should erupt and the server will retreat to the doorway separating the social hour room from the dining room. Once the server is at the door, they will announce to all that “dinner is served.”

**SEATING FOR DINNER** – It is customary, following the announcement for dinner, that the guest(s) of honor enter the dining room first followed by the POM. The VC will enter the room last unless required by the POM to assist with seating the attendees. If using a seating chart, it should be made available in the Social Hour room for all to get acquainted with where they will sit. If it is open seating, ensure that this is announced prior to entering the dining room. At some Mess Nights, the meal may be buffet style. This can be done in one of two ways. You can have everyone sit first then beginning with the head table, everyone would rise and go through the chow line. The other option is to have them go right into the chow line as they enter the dining room then to their seat. Either will work for a buffet style meal.

**Note:** If there is no social room separate from the dining room, the guests can be seated prior to marching on the roast beef.

**BEFORE EATING** – Prior to serving the meal, it should first be blessed. Any person in the room may be selected to perform a blessing. It is nice to have someone selected to perform this that is not already assigned another part of the Mess.

**THE MEAL** – Traditionally, roast beef is served at these events. However, taking into account those in attendance and the economy, other foods may be served. The meal, at a minimum should consist of a salad or soup, followed by the main course (meat, vegetable, starch, & bread), and then dessert (usually cake). The Guest of Honor must start eating prior to anyone else eating.

**THE DRINK** – A normal juice or soda would be appropriate for drink with dinner. Additionally, “Grog” is served for toasts.

**Note:** Grog is a term from *Old Grog*, the nickname of Edward Vernon (died in 1757). In 1740, he ordered the mixture to be served to sailors instead of serving them pure alcoholic drinks (Reference Dictionary.com)



The Grog made for Young Marines' toasting can be made with a variety of recipes or as simple as punch or lemonade. It is suggested that a pitcher of Grog be placed on each table so that attendees may charge their glasses if necessary. None should be caught with an empty glass during a toast. This would surely bring the wrath of the Mess upon thee!

The recipe below contributed to *Recipes-wikia* by the YM/Rct John Parker in 2005 when he was 11 years old. This is one example.

### **Ingredients**

- 1 gallon apple cider
- 1 cup light brown sugar
- 6oz can of frozen lemonade
- 6oz can of frozen orange juice
- 12 whole cloves
- 6 whole allspice
- 1tsp ground nutmeg
- 1 – 4 cinnamon sticks

### **Directions**

- In large crock-pot, combine cider, sugar, lemonade and orange juice
- Tie cloves and allspice into a small piece of cloth or empty tea bag and add to cider
- Add nutmeg and cinnamon sticks
- Simmer gently until heated thoroughly
- Do not boil
- Remove spice bag and discard
- Serve

**CONDUCT AFTER THE MEAL** – Once the meal is over and the tables (if necessary) have been cleared, the POM should allow head calls to be made. The POM will say, "MR. VICE, I FEEL IT IS NOW APPROPRIATE TO GO AND SHED A TEAR FOR LORD NELSON." Mr. Vice will respond, "MEMBERS OF THE MESS, THE PRESIDENT FEELS IT IS NOW APPROPRIATE TO GO AND SHED A TEAR FOR LORD NELSON. THE TIME ON DECK IS \_\_\_\_\_. ALL HANDS WILL BE BACK AT THEIR PLACES AT \_\_\_\_\_."

The term "shedding a tear for Lord Nelson" does not have to be used; it can simply be called a head call.

Usually, a fifteen minute break is allotted. When the mess is reassembled, all members will be standing at the position of attention behind their chairs. The VC will then announce, "MR. PRESIDENT, THE MESS IS ASSEMBLED." To which the POM will reply, "LADIES AND GENTLEMEN, PLEASE BE SEATED."

At this point during the mess night, the dessert will be laid out on the tables. The VC should ensure the desserts are delivered to the head table first. Once they have been delivered, the POM raps the gavel three times and says, "THE DESSERTS MAY NOW BE ENJOYED." After a moment the POM raps the gavel three times and says, "MR. VICE, BRING FORTH THE GROG FOR TOASTING."

The VC will deliver a decanter of Grog to the POM who will first charge their glass then pass to the left. Each member will charge their glass in this manner until the Guest of Honor has charged their glass. The decanters should make their way around the entire room in the same manner. Decanters of Grog can be placed at the other tables from the beginning or during the head call break. It is important to let everyone know the Grog is for the toasting portion of the evening only. The reason for passing the Grog to the left is two-fold. First, it is the path the sun takes. The second and most popular reason, is so that the Guest of Honor may observe the attendees reaction to the taste of the Grog before they take a drink!

Once all glasses have been charged, proceed in the following manner for each toast:

The POM raps the gavel three times, rises and says, "YOUNG MARINES, A TOAST – TO THE COMMANDER IN CHIEF OF THE UNITED STATES."

All members rise, lift their glasses and say, "THE COMMANDER IN CHIEF." All members perform the toast then place their glasses on the table and stand at attention while *Hail to the Chief* is played. Following this toast, glasses are recharged as required.

The POM raps the gavel three times, rises and says, "YOUNG MARINES, A TOAST – TO THE UNITED STATES OF AMERICA."

All members rise, lift their glasses and say, "THE UNITED STATES OF AMERICA." All members perform the toast then place their glasses on the table and stand at attention while *The Star Spangled Banner* is played. Following this toast, glasses are recharged as required.

At this point, the POM raps the gavel three times, rises and makes appropriate introductory remarks welcoming all who are present. Following this, the POM welcomes all guests of the Mess (if there is more than one guest at the President's table). Once completed, the POM will finish their remarks by saying, "LADIES AND GENTLEMEN, FOR ALL THE MEMBERS OF THE MESS, I EXPRESS OUR PLEASURE IN HAVING YOU HERE." The POM then leads the applause.

The POM again raps for silence to introduce the honored guest. The introductory remarks may include highlights of the Guest of Honor's personal and professional background. Upon completing this, the POM says, "IT IS MY PLEASURE AND PROFESSIONAL PRIVILEGE TO INTRODUCE OUR GUEST OF HONOR, \_\_\_\_\_." The POM leads the applause.

The Honored Guest makes their remarks. Once the remarks are completed, the POM stands, leads the Mess in a round of applause, then makes the Mess Night Gift Presentation to the Honored Guest. POM says, "ON BEHALF OF THE MEMBERS OF THE MESS I WOULD LIKE TO THANK YOU FOR YOUR MOST INTERESTING REMARKS AND EXPRESS AGAIN OUR HONOR IN HAVING YOU AS OUR HONORED GUEST THIS EVENING."

Following another round of applause and the Honored Guest taking his/her seat, the POM says, "THE FLOOR IS NOW OPEN FOR FINING." Teasers use predetermined charges to set the tone for fun and laughter. The first thing to remember is that physical punishment will get old fast and no one will want to call violations of others for fear of retaliation. Use good imagination to come up with observations. Assume, for example, a Young Marine was observed fidgeting during the playing of "Hail to The Chief." A member of the Mess will rise, face the VC and say, "MR. VICE, MR VICE." The VC will recognize the member by their rank and name. The member will then say, "Permission to address the President of the Mess." The VC will respond with either "PERMISSION GRANTED or PERMISSION DENIED." If permission is denied, the member of the Mess will take their seat and may try again later. The request may be denied if the request was not made correctly.

Once given permission by the VC, the member of the Mess will face the POM and say, (for example) “MR. PRESIDENT, IT WAS NOTED BY MYSELF (and others if applicable) THAT DURING THE PLAYING OF HAIL TO THE CHIEF, YM/SGT JONES WAS FIDGETTING ABOUT, RATHER THAN SHOWING THE RESPECT DUE THE OFFICE OF THE COMMANDER IN CHIEF.”

The POM does one of three things.

- Declares the violation inane and fines the YM for bringing it up
- Declares the violation inane and takes no action
- Agree with the violation and take action to fine
  - Call the violator forward (centered on the head table)
  - Upon determining that the member did indeed perform the violation, impose punishment.
    - Example:
      - “Because you seem to want to dance to the music, you shall perform the chicken dance for the pleasure of the Mess.”
      - If the member does not know the dance, they should be given a brief but funny lesson then made to perform it. The POM could have the person making the charge perform the dance as a means of instruction.
      - This could be a very funny few minutes if done right. It is a good idea to come up with fines (punishments) prior to the Mess night and have “props” available such as music, etc.
      - Once the fine has been “paid,” the Young Marines return to their seats.

This process goes on until the POM rises and says, “THE FLOOR IS NOW CLOSED FOR FINING.”

After order has been restored, the POM raps the gavel three times, rises and says, “YOUNG MARINES, THE FLOOR IS OPEN FOR TOASTS.” All of the following toasts are prearranged and pre-assigned to specific members of the Mess. The toasts are to be made several minutes apart from the last and in the following order **after receiving permission to address the POM**;

(Toaster) TO THE NATIONAL EXECUTIVE DIRECTOR OF THE YOUNG MARINES. (All) THE NATIONAL EXECUTIVE DIRECTOR OF THE YOUNG MARINES! (SIP)

(Sing the first verse of the **Young Marines Hymn** without music)

(Toaster) TO THE UNITED STATES ARMY. (All) THE UNITED STATES ARMY! (SIP)

(Play the first verse of **The Army Goes Rolling Along**)

(Toaster) TO THE UNITED STATES COAST GUARD. (All) THE UNITED STATES COAST GUARD! (SIP)

(Play the first verse of **Semper Paratus**)

(Toaster) TO THE UNITED STATES AIR FORCE. (All) THE UNITED STATES AIR FORCE! (SIP)

(Play the first verse of **The U.S. Air Force**)



(Toaster) TO THE UNITED STATES NAVY. (All)  
THE UNITED STATES NAVY! (SIP)

(Play the first verse of ***Anchors Aweigh***)

(Toaster) TO THE UNITED STATES MARINE CORPS. (All)  
THE UNITED STATES MARINE CORPS! (SIP)

(Play the first verse of the ***Marines' Hymn***)

(POM) IN 1959, IN A TEXTILE CITY IN CONNECTICUT, A GROUP OF MARINES FORMED AN IDEA THAT WOULD BECOME ONE OF THE GREATEST YOUTH ORGANIZATIONS IN THE WORLD. FROM ITS HUMBLE BEGINNINGS OF A FEW GOOD KIDS TO THOUSANDS STRONG TODAY, WE CONTINUE TO NURTURE AND DEVELOP RESPONSIBLE CITIZENS WHO ENJOY AND PROMOTE A HEALTHY DRUG-FREE LIFESTYLE.

(POM) TO THE YOUNG MARINES.

(All) THE YOUNG MARINES! (Drain glasses and set upside down on the table)

(Play and sing the first verse of the ***Young Marines Hymn***)

There may be some attendees who do not understand that toasts have been prearranged and will attempt to make toasts of their own. As long as it is not one of the prearranged toasts, and it is being made in good taste, that is acceptable, just roll with it but don't let them get out of hand. At some point, the POM may have to educate the members that toasts have been prearranged but try to avoid this.

(POM) – "LADIES AND GENTLEMEN PLEASE JOIN ME IN A ROUND OF APPLAUSE FOR THE FACILITY AND THOSE WHO PREPARED AND SERVED THE MEAL IN HONOR OF OUR MESS NIGHT." The POM leads the applause then says, "LADIES AND GENTLEMEN, WILL YOU JOIN ME IN CAMARADERIE?"

At this time, the head table exits the Mess first. The head table exits first, either to another room or departs the building. If time permits, it is good to allow time for camaraderie and support it to build esprit de corps.

An after action report is a good follow up to capture opportunities for improvement and remember successful circumstances.

No matter how small or how in-depth the Mess Night becomes, never sacrifice the pomp and circumstance that is the Mess Night.

# Young Marines Retirement Ceremony

## Introduction

A Young Marine who has spent five years or more in the Young Marines and meets all other requirements as set forth in the Registered Adult Manual (RAM), Chapter 9, may rate a retirement ceremony at the conclusion of their time in the Young Marines.

## Retirement Ceremony

### a. Setup

A suitable spot should be found for the Young Marines Retirement Ceremony. This should be a planned event. Below are some items for consideration:

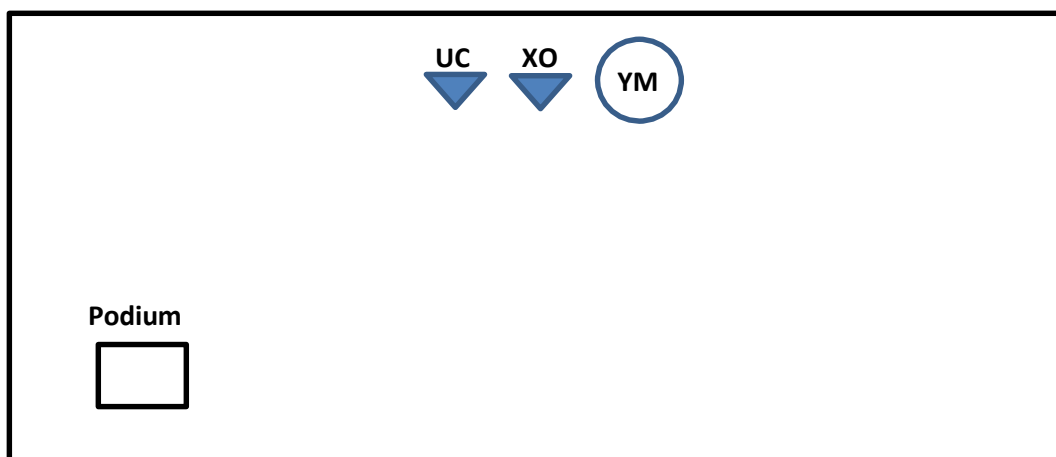
- Present a flag that has been flown over city hall
- Present a plaque
- Create a shadow box

### b. The Ceremony

The retirement ceremony should be something simple yet memorable. The ceremony should reflect pride in the Young Marine's accomplishments while a Young Marine. When a Young Marine retires, the ceremony should be all about the Young Marine no other unit activities or ceremonies should take place.

### c. The stage setup

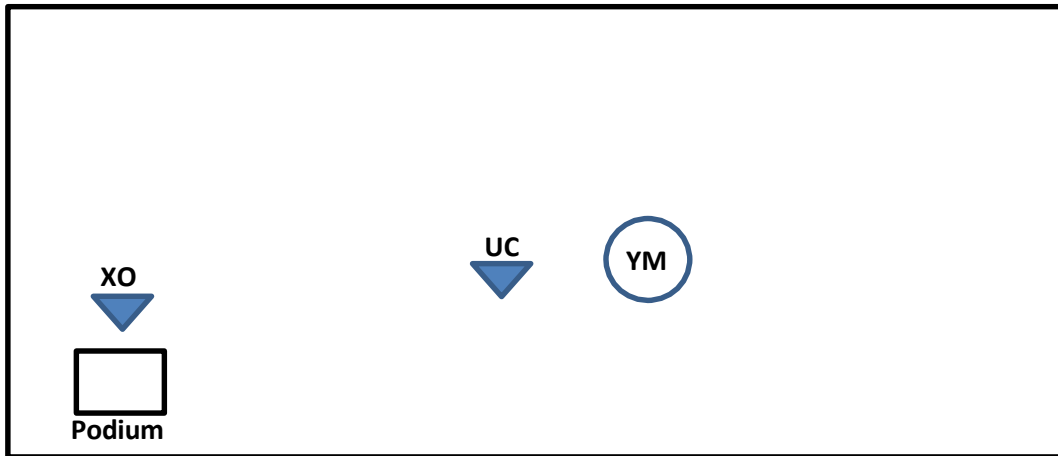
The only people on the stage (or in front) are the Unit Commander, Executive Officer, and the Retiring Young Marine. (See figure 2-1)



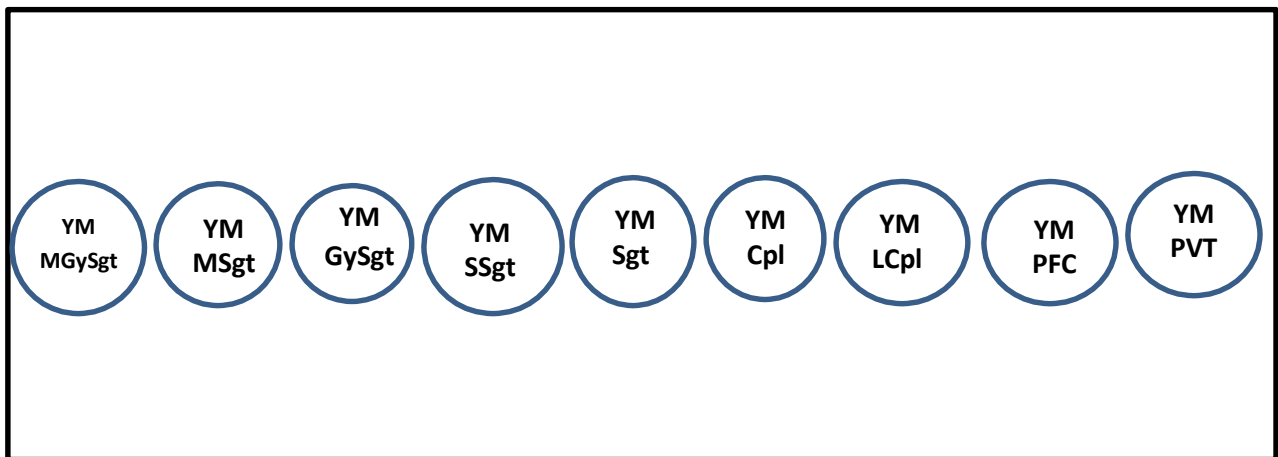
(Figure 2-1)

d. Honor Guard Setup

The Honor Guard should be setup with Young Marines from YM/Private to the highest ranking Young Marine. The Honor Guard will pass the flag between each other, and then present the flag to the Unit Commander who will present it to the retiring Young Marine (See figures 2-2 and 2-3).



(Figure 2-2)



(Figure 2-3)

**Note:** The intent is to line up the ranks from Junior to Senior as shown in figure 2-3

e. Passing the colors

When passing of the Colors, ensure that the triangular fold is as tight as possible. Follow the steps below for passing off the colors.

1. The YM/Private rotates the flag so the flat side faces the receiving person and holds the flag out in front of them.
2. The YM/PFC will salute the flag slowly then place their hands in an over/under fashion with the right hand on top leaving space for the flag. The YM/Private will place the flag between the YM/PFC's hands. The YM/PFC will lightly clamp down on the flag to secure it and the YM/Private will let go, return to the position of attention, and slowly salute the flag.

3. Once the YM/Private's hands are at their side, the YM/PFC will lift the flag slowly to their chest, execute an about face, and slowly lower the flag for the next Young Marine (See figures 2-4 to 2-9).



**(Figure 2-4)** The Young Marines are in mid-pass  
(Note the right hand on top)



**(Figure 2-5)** The YMs are in mid-pass  
(Note: this is a slow and gentle movement)



**(Figure 2-6)** The senior Young Marines march on the retirement flags  
Here, there are two ranks for two Young Marines retiring the same day



**(Figure 2-7)** The Senior Young Marine flag to to the Unit XO.



**(Figure 2-8)** The Unit XO hands the flag to the Unit Commander.



**(Figure 2-9)** The Unit Commander hands the flags to the Retiring Young Marines.



f. Final Words

It is customary for the retiring Young Marine to have time to speak to their fellow Young Marines and attendees. The Unit Commander and Executive Officer will take their seats as the retiring Young Marine steps up to the podium to say their farewell.

g. Ringling of the Bells

The Young Marine concludes their farewell and returns to their seat. The Executive Officer will call the Unit to attention. The Unit Commander and Executive Officer will take their positions center stage facing the audience.

The retiring Young Marine will walk back up in front of the Unit Commander and Executive Officer, shake their hands and request of the UC to be dismissed.

The Unit Commander will give the command "Dismissed" loudly enough for the room to hear. The retired Young Marine will turn and step off the stage. The senior Young Marine in the Unit will stand and announce "YOUNG MARINE DEPARTING!"

h. Refreshments

In the back of the room, there should be a spot for a reception where Young Marines and Registered Adults can meet with the retired Young Marine and their guests. If the Young Marine is considering becoming a registered adult, do not mention or promote that action during the retirement ceremony. Wait and welcome them aboard after they officially become a Registered Adult.

**After Action**

It is important that members of the unit complete an after action report (AAR) and submit to the Unit Commander (UC). The UC should make note of things that went great and things to improve on for future events

## **Young Marines Retirement Ceremony Sequence of Events**

**Guests arrive (family members escorted to their seats)**

**Five minute warning for all other guests to take seats**

**UC and XO march on**

**Unit Staff is seated**

**Young Marines march on and take their seats (please rise)**

**Sound Attention**

**Colors are marched on**

**Star Spangled Banner — (Sung or played)**

(Note: If the National Anthem is not played the Pledge of Allegiance should be recited by everyone in attendance)

**Unit Commander is introduced**

**Recognition of the unit Staff (UC) Remarks by Unit Commander**

**Young Marines to be retired report**

**(Retiring Young Marines report to the stage)**

**Young Marines from, Pvt to MGySgt line up**

(The flag handed off to each Young Marine is saluted as it is passed forward)

**Unit Commander asks each retiring Young Marine to say a few words**

**At the conclusion of the Retiring Young Marine's remarks, the Unit Commander will call the audience to attention.**

**(Audience will stand and remain standing for the remainder of the ceremony)**

**Young Marines Hymn is played**

**Retiring Young Marine(s) leave the stage**

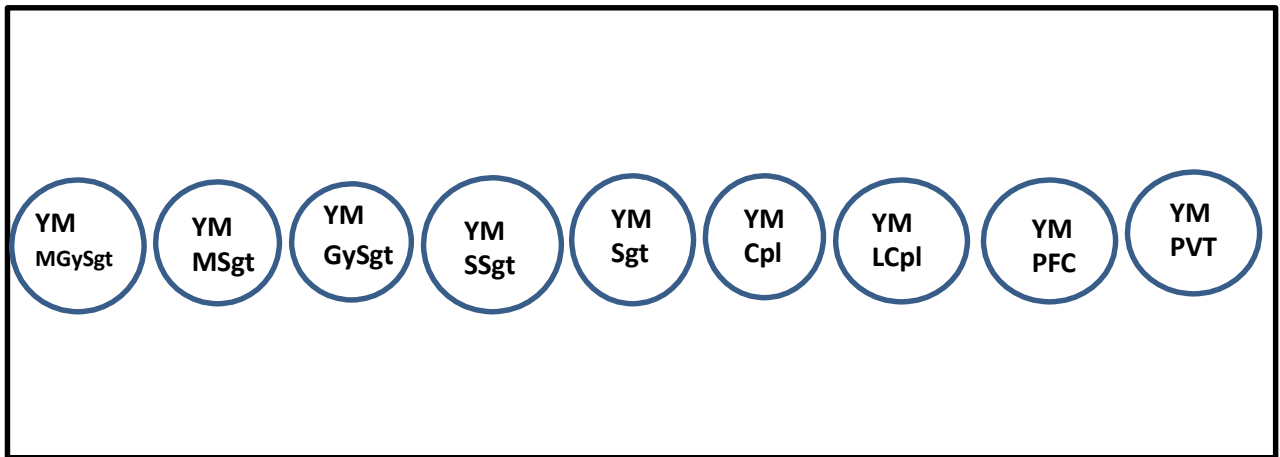
# Young Marine Flag Retirement Ceremony

## Introduction

There will come a time when a Young Marines unit is asked to dispose of worn unserviceable United States Flags. Although there is no one way to dispose of a flag, the US Flag Code States that a worn flag must be disposed of in a proper manner, preferably by burning. This ceremony is most appropriately done during Flag Day (June 14).

### 1. Flag Retirement Ceremony

- a. Setup: A suitable spot should be found for the ceremony. The planning should start six months prior to the ceremony.
- b. Ceremony: The retirement ceremony should be written in a way to provide sincere reverence to the Flag's service.
- c. Honor Guard Setup: The Young Marines Honor Guard should be setup with Young Marines from PVT to the highest ranking Young Marine. The Honor Guard will pass the flag (to be retired) between each other. The senior Young Marine will present the flag to the Unit Commander (See figure 2-10).



(Figure 2-10)

**Note:** If you do not have the above ranks in your Young Marine unit, then line the Young Marines up from junior to senior as shown in Figure 2-10.



- d. Passing the colors: When passing the Colors, ensure the triangular fold is as tight as possible. Follow the steps below for passing the Colors.
- The YM/Private rotates the flag so the flat side faces the receiving person and holds the flag out in front of them.
  - The YM/PFC will salute the flag slowly then place their hands in an over/under fashion with the right hand on top leaving space for the flag. The YM/Private will place the flag between the YM/PFC's hands. The YM/PFC will lightly clamp down on the flag to secure it and the YM/Private will let go, return to the Position of Attention, and slowly salute the flag.
  - Once the YM/Private's hands are at their side, the YM/PFC will lift the flag slowly to their chest, execute an about face, and slowly lower the flag for the next Young Marine (See figures 2-11 to 2-13).



**(Figure 2-11)** The Young Marines pass on the flag



**(Figure 2-12)**



(Figure 2-13)

e. Retiring the Flag.

Once the Unit Commander has the flag, they will dispose of the flag by placing in a pit of fire to be burned. All safety precautions should be taken (**Note:** check state laws as some states have a ban on burning Nylon flags without a proper filter).

2. Flag Retirement

There are many ways to properly dispose of a flag. The one that was shown in this manual is the official policy of the Young Marines National Headquarters, which is for the entire flag to be destroyed as one whole piece folded one last time in a triangle.

3. Flag Retiring Sequence

As the flag is making its way up the ranks it is customary to read the flag retirement poem (see next page).

After Action

It is helpful to complete an after action report to make note of opportunities for improvement and identify things that went well. This will assist in future ceremonies.

## **Flag Retirement Ceremony Script**

**FIRST YOUNG MARINE (PVT):** The Young Marine holds flag gently with right hand on top and left hand on bottom, places flag to their heart, performs and about face, and slowly lowers flag parallel to the deck. The receiving Young Marine salutes flag slowly. The YM/Private rotates flag so the flat edge faces receiving person. The YM/PFC holds their hands in an over/under manner with right hand on top. The YM/Private places flag into YM/PFC's hands, returns to Position of Attention, and slowly salutes the flag.

*I AM THE FLAG OF THE UNITED STATES OF AMERICA.  
MY NAME IS OLDE GLORY.  
I FLY ATOP THE WORLD'S TALLEST BUILDINGS  
I STAND WATCH IN AMERICA'S HALLS OF JUSTICE.  
I FLY MAJESTICALLY OVER GREAT INSTITUTIONS OF LEARNING.  
I STAND GUARD WITH THE GREATEST MILITARY POWER IN THE WORLD.  
LOOK UP! AND SEE ME!!!*

**SECOND YOUNG MARINE (PFC):** After receiving flag and waiting for YM/Private to salute, YM/PFC will place flag to their heart, perform and about face, and slowly lower flag parallel to the deck. The receiving Young Marine salutes flag slowly. YM/PFC rotates flag so flat edge faces receiving person. The next Young Marine holds their hands in an over/under manner with right hand on top. The YM/PFC places flag into receiving person's hands, returns to Position of Attention, and slowly salutes flag.

**This will continue all the way through the ranks to the Unit Commander.**

*I STAND FOR PEACE HONOR TRUTH AND JUSTICE.  
I STAND FOR FREEDOM!!  
I AM CONFIDENT, I AM ARROGANT, I AM PROUD.  
WHEN I AM FLOWN WITH MY FELLOW BANNERS,  
MY HEAD IS HELD A LITTLE HIGHER -  
MY COLORS ARE A LITTLE TRUER*

### **THIRD YOUNG MARINE (LCPL):**

*I BOW TO NO ONE!  
I AM RECOGNIZED ALL OVER THE WORLD.  
I AM WORSHIPPED  
I AM SALUTED  
I AM RESPECTED  
I AM REVERED  
I AM LOVED  
I AM FEARED!!*

### **FOURTH YOUNG MARINE (CPL):**

*FOR MORE THAN 200 YEARS,  
I HAVE FOUGHT IN EVERY BATTLE OF EVERY WAR;  
GETTYSBURG, SHILOH, APPOMATTOX, SAN JUAN HILL, THE TRENCHES OF FRANCE,  
ARGONNE FOREST, ANZIO, ROME, THE BEACHES OF NORMANDY, THE JUNGLES OF  
GUAM, OKINAWA, TARAWA, KOREA, VIETNAM AND IN THE HEAT OF THE PERSIAN GULF  
AND A SCORE OF OTHER PLACES.  
LONG FORGOTTEN BY ALL, BUT THOSE WHO WERE THERE WITH ME.  
I WAS THERE.*

**FIFTH YOUNG MARINE (SGT):**

*I LED MY SAILORS AND MARINES,  
I FOLLOWED THEM, I WATCH OVER THEM, THEY LOVE ME.  
I WAS ON A SMALL HILL ON IWO JIMA.  
I WAS DIRTY BATTLE TORN AND TIRED BUT MY SAILORS AND MARINES CHEERED ME!!!  
I WAS PROUD!*

**SIXTH YOUNG MARINE (SSGT):**

*I HAVE BEEN SOILED, BURNED, TORN AND TRAMPLED  
ON THE STREETS OF COUNTRIES THAT I HAVE HELPED TO SET FREE.  
IT DOES NOT HURT FOR I AM INVINCIBLE.  
I HAVE BEEN SOILED BURNED TORN AND TRAMPLED  
ON THE STREETS OF MY OWN COUNTRY  
AND WHEN IT IS DONE BY THOSE WHOM WITH I HAVE SERVED IN BATTLE. IT HURTS!!!  
BUT I SHALL OVERCOME FOR I AM STRONG!!*

**SEVENTH YOUNG MARINE (GYSGT):**

*I HAVE SLIPPED THE SURELY BOUNDS OF EARTH AND FROM MY VANTAGE POINT ON  
THE MOON,  
I STAND WATCH OVER THE NEW FRONTIERS OF SPACE.  
I HAVE BEEN THE SILENT WITNESS TO ALL OF AMERICA'S FINEST HOURS.*

**EIGHTH YOUNG MARINE (MSGT):**

*BUT MY FINEST HOUR COMES WHEN I AM TORN INTO STRIPS,  
TO BE USED AS BANDAGES FOR MY WOUNDED COMRADES ON THE FIELD OF BATTLE.  
WHEN I FLY HALF MAST TO HONOR MY SAILORS AND MARINES  
AND WHEN I LIE IN THE TREMBLING ARMS OF A GRIEVING MOTHER  
– AT THE GRAVESIDE OF HER FALLEN SON OR DAUGHTER I AM PROUD!*

**UNIT COMMANDER:**

*MY NAME IS "OLDE GLORY"  
LONG MAY I WAVE DEAR GOD,  
LONG MAY I WAVE.*

**THE UNIT COMMANDER PLACES THE FLAG IN THE FIRE  
AFTER THE BURNING IS COMPLETE, THE ASH AND GROMITS SHOULD BE BURIED.**

**NOTE:** IT IS AGAINST THE LAW IN CERTAIN STATES TO BURN NYLON FLAGS

SEPARATE THE WORDS TO READ BASED ON HOW MANY YOUNG MARINES RANKS THE UNIT HAS PRESENT. AS AN EXAMPLE, IF ONLY FOUR YOUNG MARINES RANKS, DIVIDE THE WORDS INTO FOUR PARTS.

# Young Marines Change of Command Ceremony

## 1. Introduction

Unit Commanders are as much a volunteer as everyone else. These special people not only take responsibility for everything in a unit, they also form a special bond with Registered Adults and Young Marines. It is customary to hold a “Change of Command” ceremony when this responsibility is transferred to a successor.

## 2. Ceremony Preparation

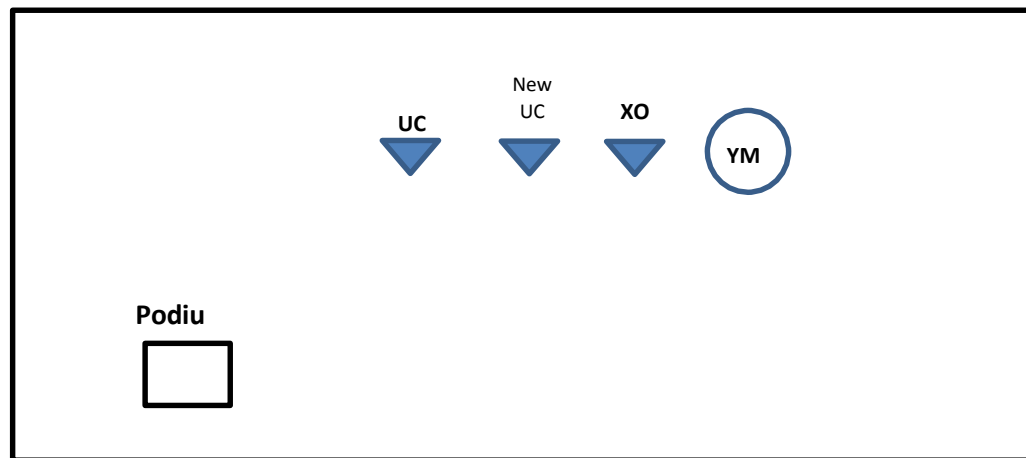
The change of command ceremony should take place in a suitable location. It is important to plan ahead to determine the location as well as other considerations such as:

- A flag that has been flown over city hall
- Refreshments or food
- Decorations
- A personalized plaque

## 3. The Ceremony

The ceremony should be something simple yet memorable. The ceremony should reflect pride in the Unit Commander’s accomplishments while in the program. When a Unit Commander changes over, it is a physical symbol of handing responsibility from one person to another.

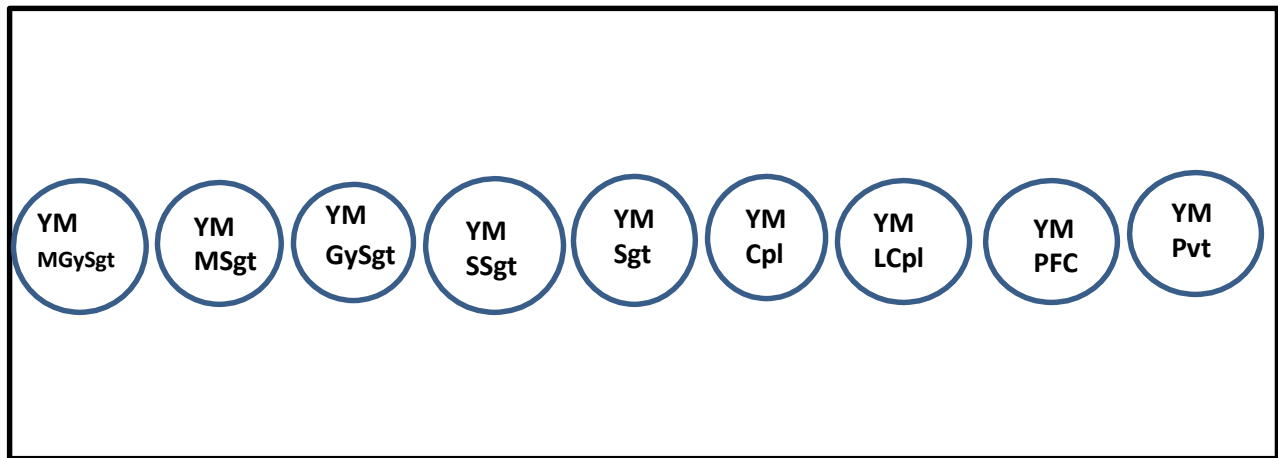
- The stage setup: The only people on the stage are the outgoing UC, incoming UC, XO, and the units most senior Young Marine (See Figure 2-14).



(Figure 2-14)

#### 4. Honor Guard Setup

The Young Marines Honor Guard should be setup with Young Marines from PVT to the highest ranking Young Marine. The Honor Guard will pass the flag between each other until the senior Young Marine presents the flag to the outgoing Unit Commander. (See figure 2-15)



(Figure 2-15)

**Note:** if you do not have the above ranks in your Young Marine unit then line the Young Marines up from junior to senior as shown in figure 2-15

Passing the colors: When passing of the Colors, ensure the triangular fold is as tight as possible. Follow the steps below for passing off the colors.

- The YM/Private rotates the flag so the flat side faces the receiving person and holds the flag out in front of them.
- The YM/PFC will salute the flag slowly then place their hands in an over/under fashion with the right hand on top leaving space for the flag. The YM/Private will place the flag between the YM/PFC's hands. The YM/PFC will lightly clamp down on the flag to secure it and the YM/Private will let go, return to the Position of Attention, and slowly salute the flag.
- Once the YM/Private's hands are at their side, the YM/PFC will lift the flag slowly to their chest, execute an about face, and slowly lower the flag for the next Young Marine (See figures 2-16 to 2-18).





**(Figure 2-16)** The Young Marines are in mid-pass  
(Note the right hand on top)



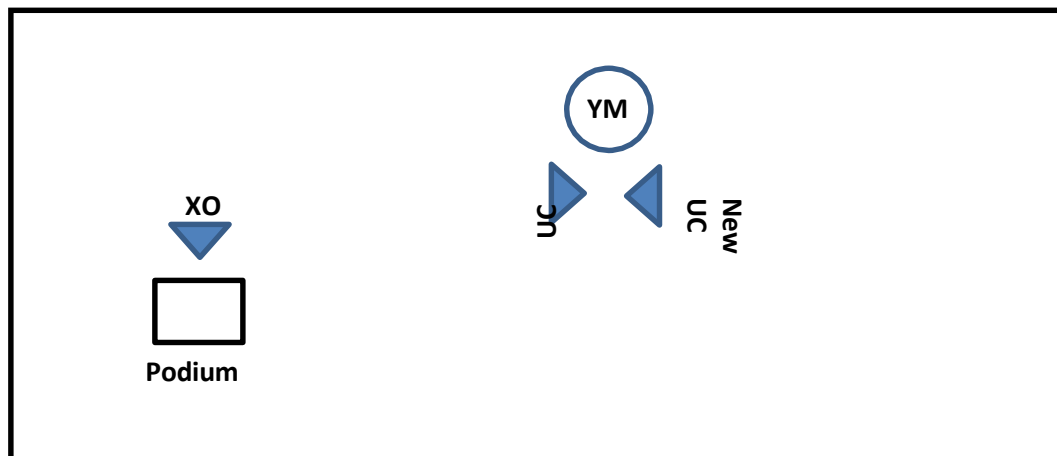
**(Figure 2-17)** The Young Marines are in mid-pass  
(Note: this is a slow and gentle movement)



**(Figure 2-18)** The senior Young Marine hands the flag to the Unit Commander.

## 5. Final words

- a. Hail and Farewell: The Executive Officer should introduce the outgoing Unit Commander. The outgoing Unit Commander will make their final comments to the Young Marines and Staff; upon their conclusion, they will take their seat. The Executive Officer once again steps up to the podium and introduces the incoming Unit Commander. The New Unit commander will say a few words and then take their seat.
- b. Guidon Exchange: After the incoming Unit Commander's comments, the Executive Officer will step up to the podium and will ask the Unit Commanders to take their positions (facing each other). As the Unit Commanders are taking their positions, the senior Young Marine will take the Unit Guidon and stand in front of the outgoing Unit Commander. The Executive Officer will then start reading the Changing of the Guidon Script. The outgoing Unit Commander will receive the Unit Guidon from the Young Marine and perform a left face. The incoming Unit Commander must execute a right face at the same time (See figure 2-19).
- c. As the Unit Commander faces, the Young Marine will then take one step to the right and center on the incoming Unit Commander. The new Unit Commander will then grab the guidon from the outgoing Unit Commander. The Commanders will execute a Left (Right) Face so that both face forward. The new Unit Commander will give the Guidon to the senior Young Marine and give the command to Post. The Young Marine will do an about face and return the colors to their post.



(Figure 2-19)

## 6. Refreshments

An area should be set aside for refreshments after the ceremony.

### After Action

It is important to write an after action report to capture things that can be done better in the future and indicate things that were done well. This information will assist in future planning.

## Unit Commander Change of Command Sequence of Events

Guests arrive, seated

UC, New UC, and XO March on stage

Unit Staff march on and are seated in the back of or to the side the audience

Young Marines march on and take their seats

Adjutant greets the Audience

**Sound Attention!!**

**(Audience please rise)**

Colors are marched on

National Anthem — (Sung or played)

Unit Commander is introduced

Recognition of the Company Staff (UC)

Young Marine Detail report **(Unit XO)**

**(Unit Commander takes his spot on the stage)**

Young Marines from, PVT to MGySgt line up,  
(The flag is handed off to each Young Marine saluted as it is passed forward)

**Adjutant reads the Flag Retirement Ceremony**

The senior Young Marine hands the flag to the outgoing Unit Commander

Flag Detail Dismissed **(Unit XO)**

**XO and Flag Detail take their seats**

Remarks by outgoing Unit Commander

**(Open microphone session Young Marines, Parents, and Staff)**

Exchanging of Guidon ceremony

**(Guidon Exchange Ceremony read by Adjutant)**

Remarks by incoming Unit Commander

New Unit Commander takes their seat

**XO announces for everyone to Attention or stand!!**  
**(Audience will stand and remain standing for the remainder of the ceremony)**

**Marines Hymn is played (music only – no words)**

**Adjutant concludes the Ceremony (invite guests to a small reception)**

## Guidon Exchange Ceremony Script

In military organizations, the practice of carrying **Colors and Standards or Guidons** act as a rallying point for troops and mark the location of the commander. The tradition is thought to have originated in Ancient Egypt some 5,000 years ago.

The significance of the guidon is that it represents the unit and the Unit Commander. When the commander is "in," his or her guidon is displayed for everyone to see. When the Commander leaves for the day, the guidon is taken down. It is an honor, although sometimes a dubious one, to be the guidon carrier for a unit, known as a "guidon bearer."

The guidon is a great source of pride for the unit. Several military traditions have developed around it, stemming back from ancient times. Any sort of disgrace toward the guidon is considered a dishonor of the unit as a whole.

The outgoing Unit Commander and incoming Unit Commander will now stand together to exchange the guidon. Upon handing the outgoing Unit Commander the guidon, the Young Marine will salute the Unit Commander signifying his farewell. The guidon will be handed from the outgoing to the incoming Unit Commander. Prior to receiving the guidon from the new Unit Commander, the Young Marine will salute the new Unit Commander signifying their readiness to serve.

A **Change of Command** is a military tradition that represents a formal transfer of unit responsibility and authority from one command to another. The passing of the guidon from an outgoing commander to an incoming one ensures that the unit and its Young Marines are never without official leadership, a continuation of trust, and also signifies an allegiance of Young Marines to their unit's commander.

# Young Marine Wreath Laying Ceremony

## 1. Introduction

A Young Marine unit may be asked at certain times to help with wreath laying duties at a cemetery, monument or other designated area normally as a remembrance or thank you.

## 2. Wreaths

**Natural Wreath:** Most cemeteries or park services will ask that Natural (floral) wreaths be made of certain types of flowers. At some wreath laying ceremonies, there may also be a banner across the middle of the wreath.

**Artificial Wreaths:** Artificial wreaths are created with man-made materials (fake flowers). When asked to present an artificial wreath, try to look for one with the least environmental impact.

## 3. The Wreath Laying Formation

The wreath laying formation is the most integral part of the ceremony. Positions, marching, timing and placing are all factors that must be practiced. The example below may be used for most wreath laying ceremonies (See figures 2-20 to 2-25).



**(Figure 2-20)**

In this picture, four Young Marines are marching (like a color guard). The two Young Marines in the middle were chosen to carry the wreath. The two Young Marines on the outside are their escorts.





**(Figure 2-21)**

When wreath layers reach six to ten feet from the wreath laying location; the escorts will stop and wait for the laying of the wreath. They will re-join the wreath layers on their return.



**(Figure 2-22)**

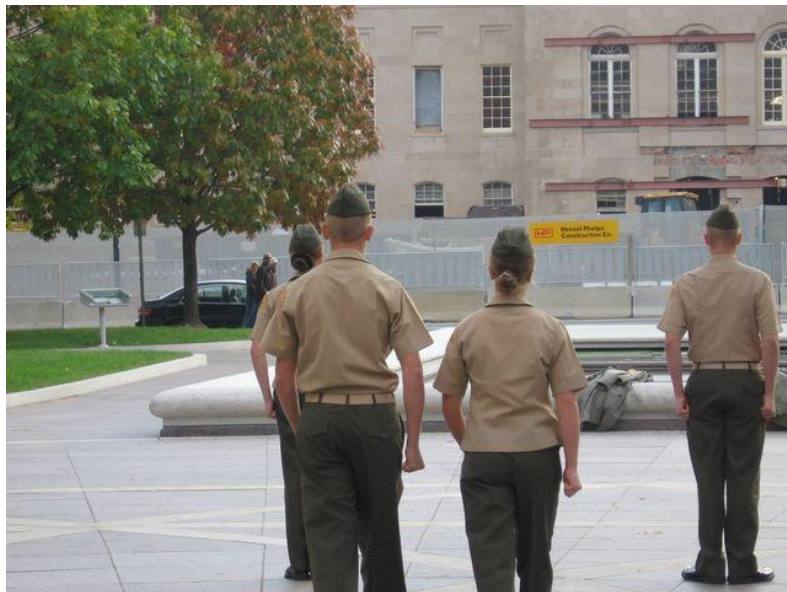
The wreath layers have reached their mark and are laying the wreath. The rest of the unit is in formation watching the ceremony.



(Figure 2-23)

With the wreath laid, the command present arms is given.

Not visible in the photo, the senior Young Marine in front of the unit is presenting arms for the unit. The escorts are also rendering present arms.



(Figure 2-24)

Upon completion, the senior Young Marine of the Wreath Laying Detail will give the command about face. On this command the Wreath Layers and the escorts will about face. The wreath layers will then step off to the escorts.

**NOTE:** when the wreath layers reach the escorts they do not stop the escorts will step off as the wreath layers come up next to them. This movement is fluid and makes the presentation even more spectacular. Make sure this movement is practiced beforehand.

4. **Before the Ceremony**

Ensure that all Young Marines and Registered Adults understand why they are presenting the wreath and for whom or what occasion. Nothing could be worse than someone asking why Young Marines are doing this and they give the answer "I don't know."

5. **After the Ceremony**

Ask the Young Marines and Registered Adults what they thought of the ceremony. There may be great potential for an Esprit article so make sure photographs are taken.

**After Action**

It is important to write an after action report to capture things that can be done better in the future and indicate things that were done well. This information will assist in future planning.

# Young Marines Gravesite Flag Placement

## 1. Introduction

Young Marines are often called by state and local cemeteries to help place American flags by the headstone of fallen veteran during the Memorial Day holiday.

## 2. Gravesite Flags

Organizations such as the Marine Corps League, VFW, or American Legion will often supply the flags to be placed at the fallen veteran's headstone. If the flags are not provided by an organization, the cemetery, state, or local government should provide the flags. Each Young Marine Unit should check with the state and local contacts.

- a. Gravesite Flag Size: United States flag will not be larger than a 12" x 18" stapled to a 30" wooden stick.
- b. Flag Placement Distance: All flags should be placed the same distance from the headstone. The best way to accomplish this is to give Young Marines and Registered Adults a 12 inch ruler or marking sticks that are 12 inches long. This will provide continuity for all flag placements. Flags should be centered in front of the veteran's name (the back side is where the spouse is listed if buried together).



- c. Flag Removal: The American flags placed on Veteran gravesites are normally kept in place for not longer than (1) week. Young Marine units should check with their local and state laws for appropriate removal times. Veterans Administration National Cemeteries will dictate the day for placement and day for pick up.
- d. Honoring and Respecting the Flags: Young Marines should hold a formation and recite the pledge of allegiance before taking flags to place on gravesites. Flags that are unfurled must be held (carried) straight up. If the flags are furled (rolled up); they can be tilted down.

## 3. Time to Reflect

Flag placement ceremonies are a great time to ask Young Marines questions about how it feels to honor veterans. Ask Young Marines to write their answers down and consider using them for an Esprit article.

## 4. Public Relations

Flag placement ceremonies are an opportune time to take pictures for a local newspaper article or have the media come out to watch the Young Marines. Include photographs with an Esprit article submission.