Young Marines

Strengthening the lives of America's youth

# Adult Volunteer Manual

**ADULT VOLUNTEER MANUAL (AVM)**

**Effective: October 5, 2018**

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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 being tax deductible by the donor.

3. **Location.** The principle 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:

| | | | |
|---|---|---|---|
| Operations Director | x200 | Education | x201 |
| Training Coordinator | x202 | Operations | x203, 210 |
| Administration | x204 | Finance | x205 |
| Deputy Director East | x207 | Database | x208 |
| Deputy Director West | x209 | | |

   c. 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. We will uphold the Marine Corps' core values of Honor, Courage, and Commitment as well as, the Young Marine's core values of Discipline, Leadership, and Teamwork.

   d. We pledge to the parents to serve as positive role models to their children.

   e. We get by giving.

8. **Objectives.** The objectives of the Young Marines 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."

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# CHAPTER 1
# RULES AND REGULATIONS

1. **Definitions.**

   a. Rules – a prescribed guide for conduct or action.

   b. Regulations – a rule or order having the force of law issued by an executive authority.

2. **Membership.** There are two categories of membership. They are Adult Volunteers and Young Marines.

   a. **Adult Volunteers (AV).** Adult Volunteers registered with 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 Adult Volunteers, including former Young Marines wishing to register, are required to submit a completed Adult Volunteer Application package and complete a background check, which is valid for two years from the date of approval (for specific information on the Adult Volunteer Application and how to apply see the Adjutant Manual or the National website (www.youngmarines.com)).

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

         a) They must be at least 18 years of age and possess a high school diploma or equivalent.

         b) They must maintain the high moral standards and promote a healthy lifestyle as outlined in Article II of the National By-Laws.

         c) They agree to abide by the By-Laws, rules and regulations that govern the Young Marines.

         d) They pay all fees as prescribed by HQYM.

         e) They must agree to background checks and never have been convicted of a felony.

         f) After two years in the program as an Adult Volunteer, a member is required to submit a background check as described and directed by the Young Marines.

         g) They must submit all documentation in accordance with the Adult Volunteer Policy and Procedure Manual.

      2) **Categories of Adult Volunteers.** There are three categories of Adult Volunteers:

         a) Elected: Adult Volunteers elected to the positions of Unit/Battalion Commander and Executive Officer only. Adult Volunteers must be at least 25 years old to hold an elected position.

            (1) The candidate for Unit Commander must be an Adult Volunteer and a veteran or retired Marine with an honorable discharge or an active or reserve

Marine in good standing, or an Adult Volunteer in possession of a waiver from the National Executive Director or a Deputy Director.

(2) In the event the Unit Commander does not or is unable to fulfill the full term of election, the National Executive Director or a 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 a Deputy Director revokes it. Elections must still proceed as per the rules and regulations contained herein.

(3) All Adult Volunteers may apply for a waiver, regardless of the availability of volunteers with a Marine Corps service background. Persons holding a valid waiver on the unit level are eligible to run for Battalion elected positions.

b) **Unit Staff (Appointed).** Adult Volunteers appointed by the Unit Commander to the position of Adjutant, Paymaster, Training Officer, Female Staff Advisor, or other unit staff positions.

c) **Support Staff.** All other Adult Volunteers 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 Adult Volunteer member. Subject matter experts are not to be utilized as Recruit Training Instructors.

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 Adult Volunteer member. See Chapter nine of the Adult Volunteer Policy and Procedure Manual for more information on Parent Support Groups.

4) **Rights and Relationship of Membership for Adult Volunteers (AVs).**

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, creed, color, national origin, gender, or disabilities.

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 - Adult Volunteers who wish to transfer to another unit are required to complete a Transfer Request Form (found in the YM Library). The current Unit Commander signs the form indicating that the adult has no debt or outstanding issues with the unit in any way. The gaining Unit Commander signs the form recommending or not recommending the adults request to transfer. If the gaining Unit Commander is not recommending the transfer, a statement must be attached with an explanation of the reason for not recommending the adult to transfer to the unit.

h) Inactivated Adult Volunteer – AV's 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 rolls.

i) Nature of Relationship- The relationship created by the membership acceptance of an Adult Volunteer (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 registered with the HQYM are covered by accident insurance provided by the 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, youth member is eligible to remain in the program until the date of graduation. At that time, youth members are discharged/ retired from Young Marines.

(2) If youth members have graduated high school but have not turned 18, youth members are eligible to remain in the program until 18th birthday. At that time, youth members are discharged/ retired from Young Marines.

b) The youth member must have written consent from a parent or legal guardian. Submit parental/guardian consent forms as required for all minors.

c) A Social Security number, INS Identification card, or Tax Identification Number is required for **all** youth members. Young Marines **must** have physicals updated annually.

d) Young Marines must be actively enrolled in public, private, or certified home school and in good standing (i.e., not expelled). Failure to maintain enrollment in one of the above is grounds for dismissal from the program.

e) Must have never been convicted of a felony or misdemeanors involving weapons, drugs, child abuse, or violence.

f) Subscribe to the objectives and purposes of the Young Marines.

g) Pay all fees as may be prescribed by HQYM.

2) **Rights of Membership for Young Marines (YMs).**

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 unit paper records 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, creed, color, national origin, gender, or disabilities.

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 intent of same 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 (YMRB).** 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. A copy of the YMRB with the most up to date information must be kept for a two-year period by the surrendering unit.

5) **Disposition of Junior ROTC members and former members.**

a) Unit Commander may waive the minimum promotion requirements of PO's (Performance Objectives) and EO's (Enabling Objectives) 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 Young Marine Private First Class to Lance Corporal.

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

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

(a) Enter the Young Marines program as a Young Marine 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.

(d) Pass the National Basic Exam (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. When a new unit is formed an election must be held no later than the next February 28th. For example, if a new unit starts in November, then an election will be held no later than February 28th of the next year. Subsequent elections will be held in even numbered years.

c. An election for the office of Unit Commander and Executive Officer must be conducted online every two years during February, in even numbered years. Adult Volunteers 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 Adult Volunteers, 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. UC Statement of Agreement must be completed 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 to special elections procedure below to determine an acting Executive Officer.

b) Executive Officer Absence

A special election will be held in accordance to 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 in the HQYM database 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. 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. Adult Volunteer can initiate a special election by an anonymous online petition via the "members" tab on the https://members.youngmarines.com website. Such elections are subject to the procedures described below:

1) Once an online petition for a special election is initiated, all eligible Adult Volunteers will be notified via email and or text message as listed in the members personal information profile. AV will indicate if they agree or disagree with the petition within the elections tab.

2) The petition will have 15 days to gain a two-thirds majority of a unit's eligible AV at the time of the petition. If after fifteen 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 AV to submit their nominations. At which point, AV 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 Adult Volunteers who have submitted votes during the online election process. All votes are cast using an online secret ballot system.

4. **Higher Headquarters (Battalion, 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). Division Commanders began in 2018 appointing Regimental Commanders. **Regimental Commanders will select their Regimental Executive Officers**.

c. Unit Commanders elect Battalion Commanders and Executive Officers.

d. The term of office for Battalion Commanders as well as Battalion Executive Officers is two years effective April 1st. When a new battalion is formed an election must be held no later than March 31st of that year. For example, if a battalion starts in November, then an election will be held no later than March 31st of the next year. Subsequent elections will be held in even numbered years.

e. Battalion Commanders will schedule a date, time, and place for all regular elections and will notify the Unit Commanders within their battalion of this election in writing no less than 10 days prior to the scheduled regular election. Election notification will include a list of all Unit Commanders eligible to vote. Results of the election take effect within 10 days of the election. If a unit is suspended at time of election, that Unit Commander is not eligible to vote!

f. In all cases, the principle of “ONE PERSON, ONE VOTE” applies regardless of how many offices that person may hold. In other words, only Unit Commanders vote. If a Battalion Commander is not also a Unit Commander, the Battalion Commander does not vote.

g. Unit Commanders may designate a delegate, in writing, to vote on their behalf **in their absence**. The delegate must be an Adult Volunteer from the same unit as the Unit Commander and present written authorization to the presiding officer prior to voting. The written authorization is limited to the specific meeting and cannot be indefinitely delegated.

h. Absentee Ballot Procedures – If a Unit Commander (or their delegate/proxy) is unable to attend a scheduled battalion election and is unable to send a proxy, a Unit Commander (or their delegate/proxy) may email their vote to the presiding officer prior to the election date. The email must be sent from the email address listed in the database for verification

purposes. The email must state name, unit name, and the name of the person casting vote for.

i. Higher Headquarters Special Elections - A special election is authorized at any time when two-thirds majority of Unit Commanders within a battalion sign and present a petition to the next Battalion Commander requesting a special election or, when the Battalion Commander schedules a special election before completing the term.

Such elections are subject to the procedures described below:

1) The election date, time, and place must be announced, in writing (i.e., letter, email, fax, etc.) to all voting members (all Unit Commanders of units in good standing, on the battalion's active roster) **no less than** 10 days before the election date. This notification will include a list of all registered Unit Commanders eligible to vote.

2) All Unit Commanders (of units in good standing) within that battalion are eligible to vote. One vote per Unit Commander, proxy, absentee, or delegated votes are authorized for battalion elections.

3) In all cases of battalion special elections, it shall be the responsibility of the next higher commander to perform the election or appoint an appropriate commander outside the affected battalion. For example, if battalion "A" is having a special election, the Regimental Commander may appoint the Battalion Commander from battalion "B" to coordinate the election. At no time will a subordinate commander perform an election on a Higher Headquarters command.

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

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

b. Schedule as many extra activities (additional 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 Summer Program of Adventures, Challenges, Encampments, and Schools (SPACES).

d. Convene a meeting of the unit/support staff (quarterly), general parents meeting at least semi-annually. A unit financial report **must** be presented at these meetings.

e. Attend all meetings called by battalion, regiment, or division. If Unit Commander cannot attend, a delegate shall be appointed in writing with the authority to act on behalf of the absent Unit Commander.

f. Convene a unit promotion board as required for the of promotions. Members of the promotion board at a minimum will consist of the Executive Officer (XO), a Young Marine senior in rank to those standing the board, and at least one other Adult Volunteer. (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) Recommendations 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 in private 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 Young Marines or Young Marine recruits. 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 Young Marine from harming them self.**

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 Young Marines or Young Marine Recruits.

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 ethic 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.

Verbally berating and/or belittling a YM, Young Marine Recruit, or Adult Volunteer 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 Adult Volunteers are provided a copy of the AVCC and that each Adult Volunteer reviews the AVCC during the annual re-registration process.

2) All levels must submit (unit, battalion, 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 Policy and Procedure 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 Adult Volunteer 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(s).** It is the role of the Deputy Director(s) 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 a 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 off 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 from 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 office of their 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 Directors, the issue will be submitted to the Board of Directors at Board@youngmarines.com .

6) In all cases, copies of all pertinent paperwork, documents, and notes will be kept with the grievance form throughout the process. After final resolution, the National 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 to 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 had the opportunity to present 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 their 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) Its 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(s) have authority to dismiss members from the organization.)

**HEADQUARTERS YOUNG MARINES Grievance Form**

| **I. Grievance** | | |
|---|---|---|
| Member's Name: | | Member's Title: |
| Unit Name: | Unit Commander's Name: | Normal meeting dates & time: |
| Member's Home Address: | City & State: | Zip Code: |
| Member's Home Phone: | Member's Work Phone: | Member's Cell Phone: |
| Member's Email Address: | | Best time to contact by phone: |
| Date Grievance Occurred: | Member's role or duties at that time: | |
| The issues are (use attachments if necessary): | | |
| The facts supporting this are (use attachments if necessary): | | |
| The relief I want is (use attachments if necessary): | | |
| Member's Signature: | | Date signed: |

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

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

**III. Second Step (Division level if applicable)**

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

**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: | | |
| Member's response: (Circle one) | 1. I agree with the response and this concludes my grievance. | 2. I disagree with the response and advance my grievance to the fourth step. |
| Member's comments (use attachments if necessary): | | |
| Member's signature: | | Date signed: |
| The National Executive Director will forward this grievance and all pertinent documents to the Grievance Committee if required. | | |

8. **Funding, Reporting, Compensation, and Audits.** The unit shall determine best methods to raise funds to cover operating expenses. The Unit Commander shall ensure that all reports are complete, accurate, and submitted to YM accounting service provider (Ambassador Accounting) in accordance with the current Paymaster Manual. Adult Volunteers are volunteers and may not receive compensation from Young Marines funds for volunteer services. The unit's financial records are subject to audit by any person designated by higher authority (Battalion, Regimental, Division Commander, Deputy Director, and National Executive Director). (See chapter six– Funding & Reporting)

9. **Financial Internal Controls.**

   a. Refer to the Paymasters Manual for more information.

   b. All commanders with organizational bank account(s) or limited time event accounts (leadership school, encampment fees, etc.) shall implement these controls in their respective command element reporting.

   c. All command elements shall restrict and not assign any Paymaster duties to an AV member where there is a personal or family relationship (ie: spouse, child, domestic partner, brother/sister, girlfriend/boyfriend, grandparent, aunt, cousin, or an AV who is cohabitating with a Unit Commander or Executive Officer).

      1) **Income and Deposit.**

         a) Use pre-numbered receipt books to record monies they bring in. The portion of the receipt retained by the unit must indicate the amount received, date, and the purpose of collection (registration, encampment, SPACES, fundraiser, etc.)

         b) Deposit slips must be kept with the records and have the purpose of the collected money noted on the deposit slip. It is suggested that you group your bank deposits by type of income. For example, if fundraiser income and uniform income are collected and you want to deposit the funds on the same day, separate the two deposits on separate deposit slips noting the source of income on each deposit slip--fundraiser and uniforms, respectively.

      2) **Expenses.**

         a) Keeps receipts for all expenditures. Receipts shall be labeled the way they are reported on the monthly financial reports.

         b) If no receipt is received, a written memo should be kept with the records indicating the amount, purpose, and date of expense.

         c) If petty cash is used, a running tally or spreadsheet of expenditures shall be kept. Receipts supporting these expenditures must be attached to the tally or

spreadsheet. If there is remaining money, it shall be re-deposited into the bank and the deposit slip shall be attached to the petty cash tally or spreadsheet.

3) **Monthly Reporting**. ***The unit shall send the monthly reports to the accountants within 15 days from the date on the bank statement***. The report shall be complete and sent singly, and not grouped.

a) Deposits and expenditures shall be reported in the month they are made, and not as they clear the bank. Additionally, bank reconciliations shall be done each month reconciling the submitted monthly reports to the bank statement.

b) Units shall keep expandable file folders or large three ring binders. The records for each shall be in a separate section and shall include the:

(1) Monthly Financial Report

(2) Bank Statement

(3) Bank Reconciliation (if done)

(4) Deposit Slips for the month

(5) Receipts for the month

4) **Audits**. All units and Higher Headquarters will comply with the auditing procedures as specified in Chapter five (5) of the Adult Volunteer Manual.

10. **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 is allowed.

11. **Change of Status (Units, Battalions, Regiments)**.

a. The unit must notify HQYM of any change in status of the Unit Commander, the unit mailing address, or the unit business telephone number. The unit may notify HQYM by accessing the Young Marine Database System (YMDBS) and making corrections as they pertain. A Change of Command letter (located in the Library) must be sent to HQYM within 10 days.

b. Battalions/Regiments must notify Division Commander and HQYM on any change in status of the Battalion/Regiment Commander or Executive Officer, the battalion/regiment mailing address, or the battalion/regiment business telephone number. Forms for this process are in the Library of the YMDBS.

c. The battalion/regiment must notify HQYM annually, during the re-registration process, of units and battalions that constitute battalion or regiment respectively. Forms for this process are in Library of the YMDBS.

12. **Dissolution.** When a command element (unit, battalion, regiment) dissolves of their own accord, the Division Commander and HQYM must be notified by phone. The commander must then complete the "Official Termination of Unit Form" found in the database under Library/Unit Assistance and submit to HQYM by mail or Fax.

    a. **Young Marine Unit.** Upon dissolution of a Young Marine unit and after liquidation of all outstanding obligations, 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 Report until the final bank statement showing account closed has been submitted.

    Upon the dissolution of Young Marine 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 the liquidation of all outstanding obligations. The same process for dissolving a unit will apply to battalions and regiments.

    b. **Procedure for units being shut down by HQYM.**

        1) HQYM shall notify the Division Commander to deactivate, shut-down, or close a unit.

        2) HQYM will provide the Division Commander with the following:

            a) Copies of the last three (3) bank statements of all bank accounts in use by the unit showing balances, transactions, account numbers, and who the Unit Commander and Paymaster were from the accounting firm. These three statements are needed to determine if significant amounts of funds were removed from any of the accounts prior to the unit disbanding. Some units maintain both savings and checking account, so all account information will need to be provided.

            b) A copy of 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 Policy and Procedure 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.

13. **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.

14. **Unit name changes.** If a unit desires to change their 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.

15. **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.

    a. Rules and Regulations must be consistent with the National By-Laws and Directives.

    b. 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.

    c. Written notice of changes in the Rules and Regulation will be provided to each Unit Commander and/or posted on the National website.

    d. Rules, regulations, and policy memorandums in all manuals/documents published by HQYM must be adhered to for all events.

    e. 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.

16. **Procedures for submitting changes**. Adult Volunteers may petition HQYM for changes to the Rules and Regulations located in manuals or Young Marines guide books. Forward change request to HQYM: Attention Deputy Director. The change request form is in YMDBS Library.

17. **Young Marines Participation on Reality- Television.** The Young Marines of the Marine Corps League consistently garners positive media coverage through their good work in instilling our corps 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 Public Relations. 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 by and permission granted by the National Executive Director or a Deputy 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.

18. **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 Adult Volunteer) 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 Adult Volunteers and to Young Marines. 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 to 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 Young Marines and Adult Volunteer, 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.).

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# CHAPTER 2

# YOUNG MARINES ORGANIZATION

1. **Board of Directors.** The Board of Directors governs the Young Marines program. The Board of Directors is responsible for policy-making and oversight of the National Young 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 Directors plus the MCL Liaison Officer appointed by the Marine Corps League Board of Trustees. The six Division Commanders are also ex-officio members.

      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. National By-Laws may be downloaded from the Young Marines website.

2. **Headquarters Young Marines (HQYM).** The HQYM consists of the National Executive Director, national staff, six Division Commanders, and National Young Marine of the Year. The National Executive Director serves as Chief Executive Officer for the Young Marines program and directs daily actions of the HQYM staff and six Division Commanders. The National Executive Director is responsible to the Young Marines Board of Directors for achieving the mission, purpose, and objectives of the Young Marines program. The National Executive Director is assisted in the day-to-day operation by the National Executive Staff.

   a. The National Executive Staff consists of:

      1) Deputy Director-East/Chief of Staff
      2) Deputy Director-West
      3) Director of Operations
      4) Director of Administration
      5) Education Manager
      6) Director of Finance
      7) Chief Marketing Officer
      8) Assistant Operations Officer
      9) YM Database Administrator
      10) Training Manager

   b. National Support Staff is comprised of volunteers and paid consultants who provide limited and very specialized support. They are as follows:

      1) CPA, Auditors, and Accountants

      2) Information Technology Consultant

3) Web Master Consultant

4) Print & Marketing Consultants

5) Public Relations Consultants

6) Six appointed 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 (Atlantic), Division 3 (Southeast), Division 4 (South), Division 5 (North), and Division 6 (West).

   b. The National Executive Director appoints the Division Commanders and they serve at the direction of the National Executive Director. Division Commander 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 Directors 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 command elements (Battalion/Regiment).

      3) All Unit, Battalion, 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 combining a minimum of two and maximum of five battalions where practical, under one headquarters. Typically, a regiment is composed of all units within a state; however, should a state contain enough units and battalions to support multiple regiments, Unit and Battalion 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/battalions, or the unit/battalions may be too geographically distant from each other to economically form a regiment. In these cases, battalions in close proximity within the same division but in adjacent states may be organized and joined to form regiments. This is done through an administrative process involving Battalion Commanders in the prospective subordinate battalions under the supervision of the Division Commander and with the approval of the Deputy Director for that division.

   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 Commanders appointment letter as new Regiment Commander of existing regiment must be completed.

3) The complete structure of the Regiment to include:

   a) which battalions/units they represent,

   b) Division Commander's appointment letter,

   c) name (or proposed name) of regiment,

   d) names of battalions/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.**

5. **Battalions.** A Young Marine battalion is a Higher Headquarters organization formed by combining a minimum of three and a maximum of five units where practical, under one Headquarters. Typically, battalions are formed with units located in the same state. In some instances, a state may not have enough Young Marine units, or the units may be too geographically distant from each other to economically form a battalion. In these cases, units in close proximity within the same division but in adjacent states may be organized and joined so as to form battalions. This is done through an election process involving all prospective Unit Commanders under the supervision of the Regiment Commander, where appropriate, and the Division Commander. Both Battalion Commanders and Executive Officers are elected.

   a. By the election's outcome, all subordinate commanders approve and agree to abide by the new chain of command. The Battalion Commander appoints the staff and establishes the battalion headquarters.

   b. To be recognized as a new or reactivated battalion by HQYM, the newly elected Battalion Commander must submit the following to HQYM within 30 days of the election.

      1) Application to start a new or reactivate a Battalion must be completed.

      2) The complete minutes of the meeting in which the election was held. To include:

         a) Who is present and which unit they represented.

         b) The results of the election.

         c) The proposed name of battalion.

         d) The name of units that will be included in this battalion.

e) Battalion Commanders are responsible to their Regiment Commander, if applicable, and Division Commander for all matters pertaining to the mission, purpose, and objectives of the Young Marines program for their respective battalion. **There are no Battalion By-Laws.**

6. **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:* Paymaster, Unit Commander, Executive Officer.

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 Adult Volunteers agree to abide by the unit By-Laws (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 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 Adult Leaders Conference. 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?

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# 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, battalion, or regiment is non-compliant, your charter is suspended, and you are not allowed to meet. Your unit, battalion, or regiment will be locked out of the database when non-compliant. This action also removes the unit's name from the Unit Locator on the Young Marines website.

Notification of pending non-compliance can be found on the homepage of the database after logging in. Reason for non-compliance:

1) invoices are 60 days past due

2) **minimum of three active Adult Volunteers not achieved**

3) monthly Financial Reports are 30 days past due

4) change of Command letter is 10 days past due

5) failure to comply with auditing requests

6) failure to complete re-registration requirements

Your charter may be suspended or revoked by HQYM for failure to comply with the rules and regulations set forth in 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 should 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 your 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 numbers of the Deputy Directors. 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 a 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 is elected by the Adult Volunteers within the unit every two years (even numbered years). Upon assuming command, the Unit Commander shall abide by the National By-Laws and shall 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 Adult Volunteers (AV); the UC does not have to recommend approval. If AV applicant is not recommended, UC will include letter of 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 to Ambassador Accounting in accordance with the current Paymaster 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 Commander 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 Young Marines, Adult Volunteers, 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 Adult Volunteers 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 Adult Volunteer, at least 25 years old and is elected by Adult Volunteers in the unit. In the Unit Commander's absence, the XO automatically assumes the duties of the Unit Commander. (For specific duties see the Commander 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 Adult Volunteer before the appointment. (For specific duties see the Adjutant Manual)

d. **Paymaster (PM) *Required*.** The Paymaster is responsible to the Unit Commander for all matters pertaining to the finances of the unit. The PM is appointed by and serves at the direction of the Unit Commander. The Paymaster may not be related to or the significant other of the Unit commander or a significant other to anyone related to the Unit Commander.

They must also not reside with the Unit Commander. The candidate must be an Adult Volunteer before the appointment. (For specific duties see the Paymaster Manual)

e. **Female Staff Advisor (FSA).** The Female Staff Advisor is required on any unit staff when the unit has female Young Marines. This may be combined with another position held by a female Adult Volunteer. 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 Adult Volunteer before the appointment.

f. **Training Officer (TO).** The Training Officer is responsible to the Unit Commander for all matters pertaining to the planning, coordination, and execution of 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 Adult Volunteer 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 AV's 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.**

g. **Support Staff Members.**

1) **Responsibilities.** Support Staff are Adult Volunteers 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) AV’s must serves as a manpower reserve to the Unit Commander for unit functions, events, and activities.

b) AV’s must serves as a source for designated support staff positions.

c) AV’s must advises, coordinates, and supports the Unit Commander and unit staff on matters pertaining to functions, events, and activities.

d) AV’s must participates in the election of the Unit Commander and Executive Officer.

All AVs shall have an equal voice and entitled to one vote in unit elections.

3. **Proper Training and National Programs.** Adult Volunteers 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 Summer Programs of Adventures, Challenges, Encampments, and Schools (SPACES).

a. **Proper Training.**

1) AV's are responsible for knowing and understanding all manuals and documents pertinent to position(s) held (ADPPM, TM, Commander Manual, Awards Manual, Adjutant Manual, Paymaster Manual, Guidebooks, and Policy Memorandums). Additionally, Adult Volunteers and Young Marines may boost their knowledge by taking instruction through Young Marines University (YMU) (ymu.matrixlms.com). These courses are easy to take, no cost, and very informative

2) AV's are responsible for keep informed – check the national website regularly for updates and new information members.youngmarines.com

3) AV's are responsible for attend training seminars annually – ALL Adult Volunteers are eligible to attend:

a) **Unit Management Course (UMC).** Training set up in each 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 Division Commander is also present and is given time to work with 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 Adult Volunteer 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 for future reference.

c) **Adult Leaders Conference (ALC).** The annual Adult Leaders Conference (ALC) is typically held in early May, 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 grand banquet HQYM 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 of Adventures, Challenges, Encampments and Schools. Young Marines who meet the criteria can apply to attend such events as the SCUBA School, the Great American History Adventure, National Leadership Schools, or any number of encampments. There is a non-refundable application processing fee involved in most of these events.

2) **National Director's Special Programs (NDSP)** is a group of unique activities that Young Marines can participate in. These events include events such as Navajo Code Talker Day, National Memorial Day Parade, Pearl Harbor Commemoration, Guam/Iwo

Jima, Public Affairs School, etc. These events may have a nominal nonrefundable application fee.

For a complete list of the activities and events listed above, please, visit the Young Marines website at youngmarines.com. Information can be found in the Library.

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# CHAPTER 4
# ADMINISTRATION

1. **Registration.**

   a. **Adults and youth are not authorized to actively participate in any Young Marines meeting, activity, or event until they are registered.** Youth may participate once they have been registered through the Young Marines Database System (YMDBS). Adults must be approved by HQYM and their information entered in YMDBS prior to working with youth. Adult Volunteers' names will appear in the database once approved.

   b. **Adults.** Adults are critical components in the Young Marines program. Units should always have one Adult Volunteer 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 adult volunteers. Adult Volunteer Applications can be found on the national website members.youngmarines.com in Adult Volunteers folder in the library. (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."** The steps for completing the youth registration are in the Adjutant's Manual.

2. **Registration Fees.** The HQYM requires registration fees per Young Marine and Adult Volunteer.

   a. The fees may be paid by unit check with dual signature or money order and paid to the order of HEADQUARTERS YOUNG MARINES.

   b. Personal checks for registration fees will not be accepted. However, this is waived for new units in the start-up phase.

   c. Unit Debit/prepaid card may be used in accordance with policies and procedures as described in the Paymaster Manual.

3. **Social Security Numbers.** Registrants may not register without providing a legitimate Social Security Number, Tax Identification Number (TIN), or Alien Registration Number (ARN Card). (For additional information regarding Social Security Numbers see the Adjutant's Manual)

   a. For safety, the following procedures must be enforced:

      1) Safeguards and limits access to private information contained in unit files to include the Young Marine Record Book (YMRB)

      2) Information in the YMDBS is password protected and secured with access limited to key staff member authorized by the UC.

      3) Information is shared with the HQYM and is not shared with any other unit. HQ staff access to YMDBS is limited to those authorized by the National Executive Director.

**b. Registration without a SSN:**

1) The registrant may not be registered on-line. All such registrants must initially register (and this year re-register) using the Registration and Insurance Transmittal Form. The HQYM staff will input the registrant into the YMDBS. Once in the YMDBS the unit will have access to their record as with any unit member.

   a) Complete the Registration and Insurance Transmittal Form. Leave the SSN in line 2 blank and circle it. This will cue the HQYM staff that this is a special circumstance registrant.

   b) Attach a notarized copy of the registrant's birth certificate. If the registrant's birth certificate is lost, provide any court documents attesting to the registrant's legal name, date of birth, and place of birth.

   c) If the registrant is an adult foreign national, please attach a copy of INS Identification Card (Green Card) or Tax Identification Number (TIN). If the foreign national is a child, attach the parent's INS Identification Card and/or TIN.

2) Participation by un-documented immigrants is not authorized as currently stipulated by our federal grant fund guidelines.

4. **Re-registration.** Every Young Marines unit must re-register once a year. Unit 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**. 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. 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.)

5. **Unit Inventory List.** The YMDBS will not allow you to re-register until you have updated your unit inventory. All unit assets must be listed on the unit inventory list to include assets listed on your last report, but no longer in the possession of the unit because the item was disposed of, lost, or stolen. Provide the applicable information in the table of the report.

   a. Assets are any durable item of value owned by the unit:

      1) office equipment—computers, telephones, fax machines, copiers, etc.

      2) other equipment—refrigerators, generators, microwave ovens, drill rifles, musical instruments, televisions, cameras, etc.

      3) vehicles—buses, vans, automobiles, boats, trailers, etc.

      4) camping gear—tents, sleeping bags, packs, canteens, ropes, etc.

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

6. **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.ymdbs.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:

         (1) click on the **Unit Management** button under the Main Menu

         (2) click on **Authorized Users**

         (3) click on the **Add New User** link in blue above

         (4) fill-in the blank fields (Select user from drop-down list, add Position/Title, add User Group(s))

         (5) click on the **Save** button

7. **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 SPACES programs. 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).

8. **Safeguarding the YMRB (paper).** The Adjutant is responsible for keeping and safeguarding 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. Record books must be on hand at every drill or YM activity.

9. **Surrendering the YMRB.** The YMRB is the property of the Young Marine and his/her parent, not the unit. In the event the Young Marine moves or transfers to another Young Marine unit, the Unit Commander will surrender the YMRB, in its entirety, to the Young Marine's parent or legal guardian 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.

10. **Maintaining Young Marines Record Books (YMRB) On-Line.**

    a. All YMRB forms can be created, updated, and printed from the Young Marines Database System. Once the Young Marine information is placed in the system, the unit can update individual Young Marine's personal and performance information in the YMDBS. Units may also print Young Marine identification cards and certificates.

    b. Refer to the Adjutant Manual for more information.

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# CHAPTER 5
# FUNDING & REPORTING

## 1. The Law.

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 the HQYM:

1) File Form 990, Return of Organization Exempt from Income Tax each year.

2) Make our annual return available for public inspection for three years after the due date of the return.

3) Compliance requires all units be subject to an annual audit of unit funds. The procedure for this audit can be found on page 3-5 of this chapter.

b. **State and Local.** Each state and local tax laws and requirements differ, and the unit must ensure that they comply. The unit is responsible for state and local income tax filings, annual state solicitation filings, and state sales and tax filings.

## 2. Funding, Compensation, and Audits.

a. **Funding.** Funding is the life-blood of every unit. Without funds, it is impossible to accomplish the mission, purpose, and objectives of the Young Marines program. There are two levels of funding in the Young Marines program.

1) The first level is at the National Level. Fundraising at this level is done by the HQYM to support National Programs, such as the Summer Program of Adventures, Challenges, Encampments, and Schools (SPACES), the annual Adult Leader's Conference (ALC), DDR, NDSP, Unit Management Course (UMC), etc.

2) The second level is at the local level. The unit raises funds to support 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 Adult Volunteers, and to cover the expenses of re-registration from October through September each year.

(3) Voting members should approve funding for unit activities. Funding expenditures shall be limited to operating expenses, events within the unit, and necessary equipment purchases.

b) The funds are raised to meet the unit's expenses and not for investments of any kind. Units may have checking and savings account(s) only.

c) 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 paymaster who:

(1) keeps accurate records to include ALL receipts (no receipt, no reimbursement),

(2) can be trusted to manage the unit finances,

(3) gives receipts for all donations whether desired by recipient or not, and

(4) uses two people to verify all money received for unit fund raisers during and at end of event.

d) To ensure accountability and promote a level of trust and confidence, the unit staff should make financial records available to the parent support group and brief Young Marines, staff, and parents on unit finances a minimum of twice a year.

e) 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 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.

b. **Compensation.** Adult Volunteers are volunteers and may not receive compensation from Young Marines funds for volunteer services.

1) All reimbursements will require the double signatures of those on the unit account.

2) Reimbursement for travel and expenses will not be granted if funded through other sources. (See Paymaster Manual for further discussion).

3) All requests for reimbursements must be submitted in writing with itemized charges **and** supporting receipts at the next scheduled staff meeting for approval by the Unit Commander and disbursement by the Paymaster.

4) The Paymaster shall retain all disbursement records for three years.

5) No part of the Young Marine unit's revenue or income shall be used for the personal gain or benefit of any member.

6) Reimbursement for Higher Headquarter Events

a) Reimbursement and Advance Payment:

(1) what is authorized

(2) who can authorize

(3) process for submittal

b) Authorized items for reimbursement may vary by event.

(1) HQYM will specify what is reimbursable for specific events.

(2) Forms must be submitted within 30 days of event or will not be accepted.

c. **Audits:**

1) The Unit Commander must review and sign the unit's Financial Statement each month prior to submitting statement to HQYM Accounting Service.

2) The Battalion Commander must review and sign the battalion's Financial Statement each month prior to submitting the statement to HQYM Accounting Service.

3) The Regiment Commander must review and sign the regiment's Financial Statement each month prior to submitting the statement to HQYM Accounting Service.

4) The Division Commander must review and sign the division's Financial Statement each month prior to submitting the statement to HQYM Accounting Service.

5) All units and Higher Headquarters are subject to the annual audit at the end of the fiscal year, October 1-September 30. Units and Higher Headquarters will be notified when they have been selected for the end of year audit. All monthly reports with backup documentation (receipts) will be due at HQYM by the announced date.

**Commanders of Units and Higher Headquarters who fail to comply with the above auditing procedures will automatically be suspended for one (1) year. This could also possibly lead to the unit or Higher Headquarters being dissolved.**

3. **Monthly Financial Reports**: **units, battalions, regiments, and divisions are required to file monthly financial reports whether running a bank account or not**. If the unit, battalion, regiment, or division is not in compliance for over 30-days, the organization's charter is ***automatically suspended without notice***. (For specific information on Monthly Financial reporting see the Paymaster Manual)

4. **Reimbursement and Advanced Payment.** Only authorized Headquarter Young Marines personnel may approve or deny submitted requests for reimbursement and/or advance payment for national sponsored events and activities. Commanders of their respective levels can authorize reimbursements and advance payments for activities within their command.

a. Funds: Funds are to come from the respective command's accounts.

b. Time Frame: All expense reports must be submitted to their respective command level within 30 days of the activity or function or it will be denied. Request will be processed as soon as possible, allow four to eight weeks for payment.

c. Request for advance payment: These requests must be in writing and submitted within a reasonable time frame before the event. Submitting a request does not guarantee funds. All advance payments will be granted only to pre-authorized events.

d. Reimbursement Amount: HQYM staff has full discretion as to how much money is reimbursed to any person for any activity, regardless whether at unit, battalion, regiment, division, or national level. Headquarters and respective command levels will give an explanation if the requested amount is not approved.

e. Anti-Fraud: By signing and submitting the expense report the claimant certifies that they have not received any reimbursement for the requested expenses and is not profiting from the requested amount. Any member attempting to receive payment for an already reimbursed expense and/or is attempting to profit from the request will have legal action taken against them.

    1) Disclosure of information: At any given time, any reimbursement request, processed or pending can be called into scrutiny and must be produced when requested for by HQYM.

f. Activity Expense Report (AER): The official Young Marines form used to make an authorized reimbursement claim.

g. Advance Payment: A payment authorized in advance for the purpose of paying a future expense(s) based on a formal written request.

h. Lodging: Commercial establishments with nightly, weekly or monthly overnight rates. The established reimbursable rate for lodging is $120.00 per night. Itemized receipts and proof of payment is required for reimbursement consideration. Only room rate and tax will be reimbursed.

i. Air Transportation: Commercial air transportation used to travel to and from an authorized Young Marines activity. All air transportation must be authorized by respective command level prior to the purchasing of any ticket. Proof of payment and travel must be provided for reimbursement consideration.

j. Ground Transportation: Public or private vehicles such as automobiles, taxis, buses, trains, etc. Regardless whether traveling in public or private means, proof of transportation is required for consideration of reimbursement. Gratuity will not be reimbursed.

    1) Private Conveyance: The established rate is $ 0.54 per mile for personal vehicle transportation, not to exceed $200.00. The claimant is the driver. This rate applies only to the driver, regardless of number of passengers in the vehicle.

2) One must write down the starting mileage and the ending mileage on the AER. Headquarters and respective command levels will verify the distance to assure the arithmetic. Receipts are not required, as HQYM will not reimburse gasoline, unless otherwise authorized.

3) Public Conveyance: All forms of public transportation must be pre-authorized to receive consideration of reimbursement. Receipts are required.

k. Emergency Transportation: Emergency claims are an after-the-fact case by case basis. All emergency claims must have receipts and a formal letter of explanation for consideration.

l. Meals: Young Marines members on authorized Young Marine business are authorized $50.00 per working day meal rate. The travel day rate is $15.00 per day per person, unless traveling to another Young Marine activity where the full day meal rate applies. Reimbursements may not exceed established rates unless prior approval by HQYM. Itemized receipts are required for reimbursement consideration for meals. Gratuity and alcoholic beverages will not be reimbursed.

m. Other / incidentals: Expenses not covered by the lodging, air transportation, ground transportation, or meals. Such costs incurred include but are not limited to parking fees, toll fees, supplies, etc. If you are unsure if your expense is a valid incidental purchase, provide letter of explanation for consideration.

1) Process: Obtain Authorization

a) Submitting a written request for the authorization for a certain event that will have financial support from HQYM or respective level.

b) Advance Payment Authorization

n. All pre-authorized funds will be released via check to a designated Adult Volunteer. Funds not used must be returned to HQYM or respective command level within 30 days.

o. Itemized list of purchases made must be submitted along with any unused funds.

p. Tracking Expenses – Make sure you keep track of all original receipts and do not mix personal matters with Young Marine business.

q. Receipts – All receipts must show the form of payment, date and have an itemized list of the purchase(s). This is because there are certain products and/or services that Young Marines cannot pay for. In the event of a lost receipt a memo will be submitted to explain the purchase. No alcohol will be reimbursed.

r. Verification / Accountability:

1) Commanders are responsible to ensure that no prohibited item or service is reimbursed. Such items are, but not limited to, alcohol, tobacco, or items/goods alike.

2) If unauthorized or prohibited items are present on receipts, commanders are to scratch out the item and amount, initial the correction, and recalculate the total.

Release of Money: All approved reimbursements, regardless of level of command, will be paid by check to the name and address written on the reimbursement form. Checks will be mailed using standard postal services.

5. **Fraud Policy and Debit Cards.** The National Executive Director allows the use of one debit card to units on an "as needed" basis. The authorized signatures on the debit card must be the same as the authorized signatures on the checking account. **Where there is only one signature required for card purchases, the unit commander will ensure that the receipt has two signatures verifying that the purchase was authorized**. Charges on debit card statements should only reflect authorized unit expenses. If you have a question as to what is reasonable you should pay for the expense yourself and turn in a request for reimbursement. If at any time a unit debit card is misused, you may be asked to pay for the expense and you may be terminated from the program. Use the following requirements when you use your debit card:

   a. **Step 1.** At the point of sale you will receive a receipt. Use the Paymasters Manual to determine how your receipt should be coded.

   b. **Step 2.** Write the corresponding code at the top of the receipt with a short description of what the charge was for. Keep track of all receipts until you receive your debit card statement.

   c. **Step 3.** Keep all receipts and ensure that when you receive your bank statement that you matchup all charges to the statement. You should write the code next to each charge directly on the statement.

   d. Step four: Paymaster should keep all receipts, from checks, cash and debit cards together and as a backup may scan them into an electronic file.

6. **Miscellaneous.** DO THE RIGHT THING.

   a. "In realizing our vision, we will adhere to the highest standard of ethical conduct in everything we do."

   b. Anyone who believes that they have observed unethical conduct with unit debit card should report it to their Deputy Director.

   c. Anyone who is uncertain as to what in fact is ethical when using a debit card in a situation can solicit advice by simply calling HQYM at 1-800-717-0060.

7. **See Paymaster Manual for additional information on duties, responsibilities and reporting.**

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# 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 Young Marines unit, Adult Volunteers (AVs), and Young Marines.

2. **Categories of Young Marines Training.** There are three categories of Young Marines training—National, Unit, and Recruit Training.

   a. **National Training Programs.** HQYM sponsors national training Adventures, Programs, Challenges, Encampments, and Schools (SPACES). These programs are generally offered during the summer training period from the second week in June to the second week in August. Additionally, the National Directors Special Programs (NDSP) offers programs during other times of the year.

      1) **Special Programs.** Programs such as the Young Marine Leadership Symposium is an annual meeting of the National Young Marine of the Year, Division Young Marines of the Year, and top ten finishers from the National Advanced Leadership School. The purpose of the symposium is to give these proven Young Marine leaders an opportunity to meet and discuss issues important to Young Marines, Young Marines program, and a forum to present findings to the National Executive Director.

      2) **Unit Management Course (UMC).** The purpose of this course is designed to train AVs in various aspects of running a Young Marines unit. Some of the classes will include Drug Demand Reduction, understanding billet assignments, database management, Paymaster duties, Training Officer's duties, awards and promotions, running and scoring the PFT, planning and execution of encampments and other various activities. UMC classes are also solicited in advance from the respective Division Commander.

   b. **Unit Training**. Unit training is the cornerstone of the Young Marines program. Success results in Young Marines remaining active, and it fulfills their desire to succeed through a challenging, varied, and exciting program that imparts ample knowledge and skills required to successfully advance through the ranks. Unit Commanders will determine which Adult Volunteers and Advanced Leadership School (ALS) graduates will be authorized as evaluators for the guidebooks. Registered parents/guardians are not authorized to sign off on family members' guidebooks.

      1) **Unit Training Meetings.** Unit trainings are scheduled at the discretion of the Unit Commander.

      2) **Physical Training (PT).** Physical training is a key component in 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 (Jan- Jun and Jul – Dec). Scores should be promptly updated in the YMDBS and YMRB.

   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 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 common sense policies and procedures below.

      1) **Two-deep Leadership.** At least two Adult Volunteers are required for all trips and outings. Activities involving both male and female Young Marines require both male and female Adult Volunteers 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 of driving 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) Attempt to provide two adults per vehicle whenever possible. The minimum requirement is one adult and two or more Young Marines—**never one on one**.

   b. Unit Commanders are encouraged to make these trips and outings a regular part of their monthly routine.

   c. **The Special Events Questionnaire** (located in the Library) will be completed and submitted in advance per the information contained on the form for trips, outings, encampments, and events that are conducted away from the unit's regular meeting environment.

5. **General Training Safety.** The first Guiding Principle of the Young Marines program is **"The health, welfare, and safety of the Young Marines is paramount."** There is no excuse for sacrificing safety and risking the health and/or welfare of any Young Marine and/or Adult Volunteer. (Details on Safety and Risk Management can be found in Chapter 11 – Risk Management.)

6. **Use of swords in the Young Marines.** Young Marines are NOT PERMITTED to use Marine Corps (or any other branch of service or type) sword for any purpose! Should your unit or Higher Headquarters element obtain a unit or command level sword, it may be displayed for ceremonial purposes only. U.S. Marine Corps swords (Mameluke [officer] & NCO [enlisted]) are not to be used at any time for any reason; but especially an EARNED sword by a Marine or any other service. Marine Corps officers and enlisted noncommissioned officers are authorized and have earned the privilege to carry the oldest weapon in the inventory of the Corps. That is exactly what it is - an earned privilege and a weapon! Swords are made and issued by height standards of individuals for safety reasons.

    a. **Young Marine 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.

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# CHAPTER 7
# ANNUAL INDIVIDUAL DISTINCTIONS

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

Commander's at all organizational levels are responsible for selecting their Young Marine of the Year. All Young Marine command elements should have a YMOY. 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.

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

**Unit YMOY** selection board process begins on September 1st and concludes with finalizing the report in the database by October 10th. ***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 Young Marines Awards Manual.

b) Unit Commanders shall take into consideration several factors when determining the selection of a Young Marine of the Year candidate for their unit who will move onto a higher commanded element board. The Young Marine's overall maturity, poise and confidence, accomplishment and achievements – in and outside the Young Marines program - proven leadership skills, and ability to speak in front of groups about the Young Marines program 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 9th of each year.

b) Publish the Unit YMOY Board results **no later than** October 10th 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. Battalion Young Marine of the Year (BYMOY).**

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

1) **Requirements**.

a) Battalion selection board consists of the Battalion Commander and all Unit Commanders in the battalion (XO may be substituted if UC unavailable). Outgoing Battalion YMOY may also be a member of the board if Battalion 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) Must have Red Ribbon Week (RRW) participation during previous year (YM unit must have participated in RRW).

c) Minimum Rank – YM/ Corporal.

d) The minimum age is 11 as of December 31st, previous year of year of selection.

3) **Selection Process.**

The Young Marine Battalion shall select one Young Marine of the Year from among those JLS graduates in the battalion meeting the other criteria necessary. The Battalion Young Marine of the Year selectee is reported to Regiment Commander.

a) The Battalion Commander shall:

(1) Convene the Battalion YMOY Board **no later than** October 30th of each year.

(2) Publish the Battalion YMOY Board results **no later than** October 31th of each year.

b) The Battalion Executive Officer shall prepare and sign documents for Battalion Young Marine of Year, if the Young Marine is related in any way to Battalion Commander.

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

a) A letter of recommendation from Unit Commander.

b) A letter of recommendations from each command element commander below division is recommended (battalion, regiment, division).

c) A photo of Young Marine (Full length in uniform with ribbons and cover). Full front photo and full side photo (color) in Woodland camouflage. Uniform should have all awards authorized.

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

e) Academics. Package will include a copy of the Young Marine's previous school year report card with a calculation of the Young Marine's cumulative grade point average (GPA). Home schooled Young Marines will include documentation to substantiate academic status and accomplishments such as test results of standardized testing such as the California Aptitude Test, etc.

c. **Regiment Young Marine of the Year (RYMOY).**

**Regiment YMOY** selection board process begins in November and concludes with finalizing the report in the database by November 15th. ***All Young Marine Regiments shall have a Regiment Young Marine of the Year.***

1) **Requirements**.

a) Regiment selection board consists of the Regimental Commander and all Battalion Commanders (XO may be substituted if BC unavailable). Outgoing Regiment YMOY

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) Minimum Rank – YM/ SSgt.

(e) The minimum age is 13 as of 31 December, previous year of year selected.

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 **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.

c) **Separate Battalion.** Separate battalions (battalions not subordinate to a regiment) will submit their Battalion Young Marine of the Year to Division Commander **no later than** November 15th of each year.

d) **Separate Unit.** Separate units (units not subordinate to a battalion or regiment) will report their YMOY selectee to either their Division Commander or respective 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. Any in this category, the Unit Commander must send the same package required from Division Commanders to HQYM **no later than** December 21st.

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

f) A letter of recommendation from Unit Commander.

g) A letter of recommendations from each command element commander below division is recommended (battalion, regiment, division).

h) A photo of Young Marine (Full length in uniform with ribbons and cover). Full front photo and full side photo (color) in Woodland camouflage. Uniform should have all awards authorized.

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

j) Academics. Package will include a copy of the Young Marine's previous school year report card with a calculation of the Young Marine's cumulative grade point average (GPA). Home schooled Young Marines will include documentation to substantiate academic status and accomplishments such as test results of standardized testing such as the California Aptitude Test, etc.

d. **Division Young Marine of the Year (DYMOY). Division YMOY** selection board process begins in November and HQYM concludes with finalizing the report in the database no later than 21 December. All qualified candidates for Division YMOY consideration should appear before the Division YMOY selection board. The selected YMOY's package will be mailed to HQYM, ATTN: Deputy Director.

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) 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 submitted with the final Division YMOY packet* to YMHQ as described above in section "g".

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.

(f) Must have earned the DEA device.

(g) Must have earned the Community Leadership award.

(h) Must have attended at least one SPACES or NDSP event (other than NLA).

(i) Have RRW participation in previous year.

(j) Minimum Rank – YM-GySgt.

(k) The minimum age is 15 as of 31 December, previous year of year selected.

3) **Selection Process**.

The Young Marine Division shall select one Young Marine of the Year from ALS graduates that meet the other criteria for Division YMOY within the division. The Division Young Marine of the Year is eligible to compete for National Young Marine of the Year.

a) The Division Commander shall:

(1) Convene the Division YMOY Board **no later than** December 16th of each year.

(2) Publish the Division YMOY Board results **no later than** December 21st of each year by submitting the selectee's package to HQYM. All packages should be shipped via USPS, FedEx, or UPS.

b) 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.

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

a) A letter of recommendation from Division Commander.

b) A letter of recommendations from each command element commander below division is recommended (battalion, regiment, division).

c) 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.

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

e) Academics. Package will include a copy of the Young Marine's previous school year report card with a calculation of the Young Marine's cumulative grade point average (GPA). Home schooled Young Marines will include documentation to substantiate academic status and accomplishments such as test results of standardized testing such as the California Aptitude Test, etc.

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) usually held in May of the following year. 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.**

The National YMOY is selected from the six YM Division YMOYs at a board held each year at the ALC by the National Executive Director and his board members already listed.

a) 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) usually held in May of the following year. National Young Marine of the Year is announced at ALC.

3) **Duties and Responsibilities.**

1) Primary Young Marine advisor to the National Executive Director and the Board of Directors.

2) Must be able to travel in the United States and abroad, unaccompanied.

3) Chairs the annual Young Marines Leadership Symposium.

4) Represents the Young Marines program at various National events and activities. The activities and events are listed but are not limited to the following:

a) Annual Adult Leaders Conference

b) Annual National Marine Corps League Convention

c) Junior, Senior, and Advanced Leadership Schools

d) National Encampments

e) National Navajo Code Talkers Day

f) Pearl Harbor Remembrance Day

g) Red Ribbon Week

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

4) **Monetary Awards.** A monetary award is 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 Volunteer of the Year and Unit of the Year.**

a. **Volunteer of the Year.** Commander's at battalion and above are responsible for selecting a Volunteer of the Year (VOY).

1) Selection criteria for VOY should be based on the reporting period (October 1st – September 30th of the prior year).

2) HQYM will provide Division Commanders a VOY guidance document on an annual basis by September 1st.

3) **Selection process.** Each Division Commander will prepare guidance to all commanders within their Division on how to assure VOY information is entered into the YMDBS before a command nominates and submit recommendations for Division VOY. A letter from each command level should accompany the nominee's 'package' detailing why the nominee should be chosen with a narrative of 500 words or less. This narrative would intern be the basis for any publication or press release from Headquarters Young Marines. **Timelines for the Unit, Battalion, 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 battalion 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) Present community service hours.

c) Give examples of participation at all command level (Battalion, Regiment, Division) events to include Young Marines National level events such as National Director's

Special Programs (NDSP) and Summer Programs of Adventures, Challenges, Encampments, and Schools (SPACES).

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, Battalion, Regiment, and Division UOY boards will mirror those of the YMOY Board process as outlined in chapter 7**.

Division Commander will submit the division nominees selected as Division VOY and UOY electronically or by mail:

Headquarters Young Marines
ATTN: Deputy Director
17739 Main Street, Suite 250
Dumfries, Virginia 22026

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# 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.

2. **Young Marine Uniform.** The official uniform in the Young Marines program for youth is the woodland pattern camouflage blouse, trousers, khaki web belt, black boots, cover, and white crew-neck T-shirt as shown in Figure 1-a. The primary adult uniform for members is shown below (Figure 1-d). The camouflage uniform can only be modified as in Figure 1-b. Either the red National T-shirt or the 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 such as the digital uniform. The unit may designate a Physical Training (PT) uniform consisting of shorts, T-shirt, white socks, and athletic shoes, as in Figure 1-c. A sweatshirt and pants may be added for cold weather. The Service "A" (Alphas) Figure 2-a, Service "B" (Bravos) Figure 2-b and Service "C" (Charlies) Figure 2-c 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 standards for optional Young Marine uniforms for adults, 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. 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 woodland 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.

| 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) |
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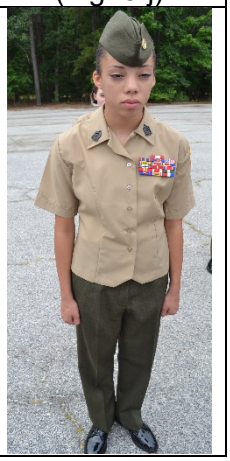
| | | | | |  |

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

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

a. **Cover.** The woodland-style authorized camouflage utility cap is worn with the authorized woodland-style camouflage uniform. The cover will be machine or hand laundered in warm water. It may be starched or sized but may not be bleached. The authorized cover comes with the ironed on Marine Corps emblem and is authorized by all personnel. Adults and Young Marines **do not** wear rank or any other device on their covers. When indoors, covers will not be worn with the exception of ceremonial purposes (color guard, inspection, graduations, etc.)

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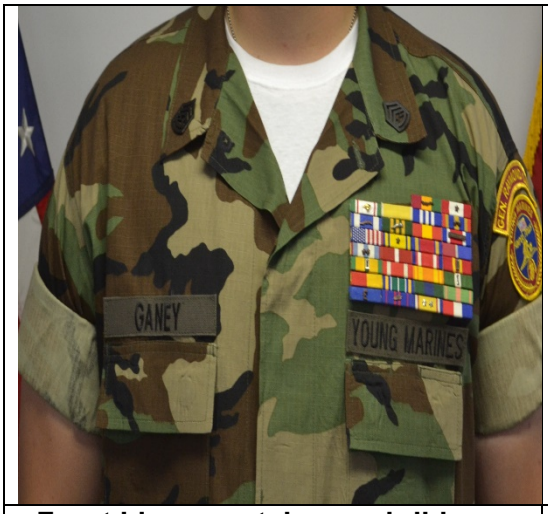
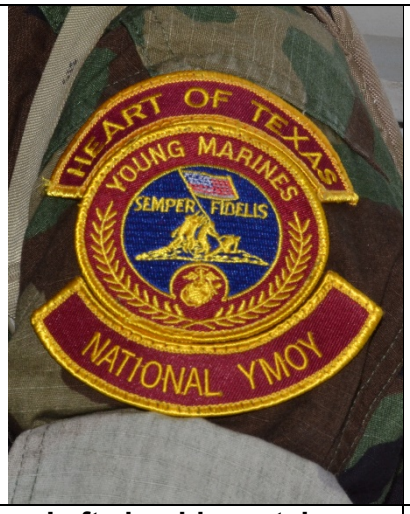
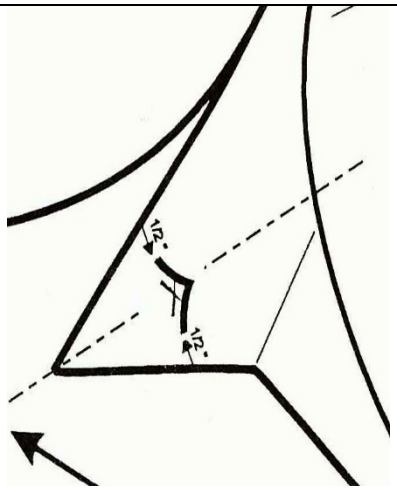
|  |  |  |
| **Front blouse patches and ribbons**<br>Figure 8-k | **Left shoulder patches**<br>Figure 8-l | **Chevron Placement Diagram**<br>Figure 8-m |

b. **Camouflage Blouse.** Worn with Young Marine olive drab breast pocket patch centered above the left breast pocket, flush to the pocket seam and flush to the edge of the pocket, (see Figure 8-k). The Young Marine shoulder patch is worn on the wearer's left sleeve with the unit 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.

Sleeves. The policy within the Young Marines is one of health and safety. The UC 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 tics and other insects as well as protect against scrapes and scratches. There may also be times during cold weather when the UC 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 wellbeing of the Young Marine comes first.

c. **Nametape.** An olive drab nametape is worn centered over the right pocket, flush to the pocket seam and flush to the edges of the pocket.

d. **Ribbons.** Ribbons are worn so that the lowest row of ribbons is 1/8-inch above the left breast pocket patch and centered. Ribbons are worn in the order of precedence as established in the Young Marine Awards Manual. They are preferably worn in rows of three, (see Figure 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.

e. **Additional Awards and Devices.** The Distinguished Order of Merit (DOM) will be worn as follows: the subdued patch of the badge will be permanently affixed to the right breast pocket of the official Young Marine woodland style camouflage uniform. 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 ½ inch below the lowest row of ribbons and centered. Only the senior Presidential Service Volunteer Award awarded may be worn.

f. **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.

g. **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 ½ inch from the edge of the collar (See Figure 8-m).

h. **White T-shirts.** Will be worn with the camouflage uniform. Unit Commanders should pay particular attention to times when the camouflage blouse is removed to expose the white t-shirt. In order to protect the dignity of our female members, the camouflage blouse should never be removed if participating in events where water is involved i.e., water tag, working parties, inclement weather, etc. During these type events, the white t-shirt can

become transparent, potentially leading to unnecessary embarrassment. The unit T-shirt or the red National T-shirt may be substituted by the Unit Commander for such events.

i. **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.

**Right rear trouser pocket patch** Figure 8-n

j. **Khaki Web Belt.** Worn with the Marine Corps style brass or anodized buckle and tip. The length of belt slack should be 2-4 inches.

k. **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.

l. **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.

4. **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

5. **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.

6. **Grooming and Personal Appearance Standards.** 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 the 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) Beards are unauthorized. However, mustaches and sideburns may be worn, permitting 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.

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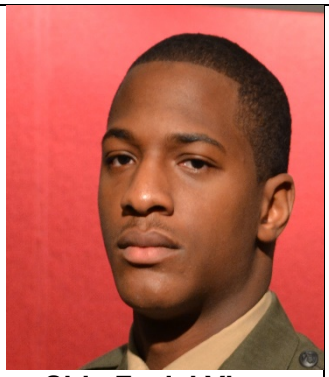
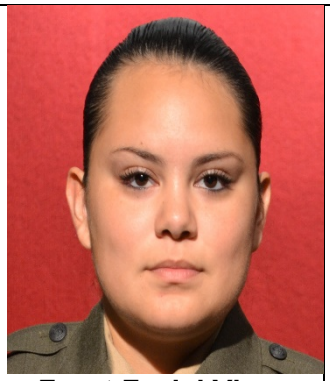
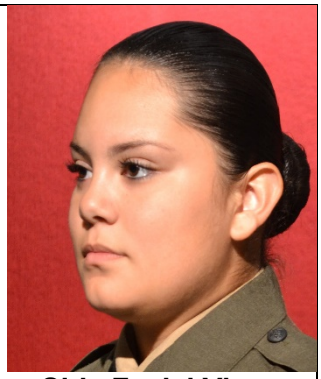
| |  |  |  |
| **Front Facial View Male** | **Side Facial View Male** | **Front Facial View Female** | **Side Facial View Female** |
| Figure 8-n | Figure 8-o | Figure 8-p | Figure 8-q |

7) 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.

(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.

## Exhibit 1: Product Suggestions

(1) hair gel/smoothing cream (any brand or product that will reduce flyway's)

(2) fine/Medium tooth comb-bristle brush for smoothing

(3) hair ties (need to match YM's hair color)

(4) IY form made from sock or foam donut if sock bun style is chosen (Dollar Store, CVS, and Walmart, Sally's Beauty Supply or most major retailers. They can be purchased for between 1-4 dollars. They also come in different sizes and colors so purchase based on hair length/color)

(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. They are harder to find but Sally's beauty supply or any beauty supply retailer should carry them.

(6) hair spray/Freeze spray. Different brands all work well. This is a freeze spray or a very heavy hold hair spray. Sally's or any beauty supply place will carry this item. It runs about nine dollars and one can will last a very long time. This locks in style and prevents fly-away hair.

## 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.

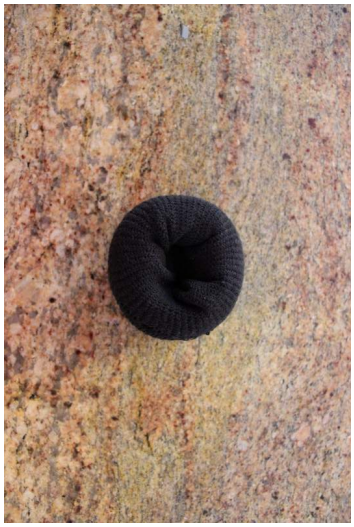
(2) Apply gel type product liberally and use a fine or medium tooth comb to get all bumps out. This will result in a neat, wet slicked back look.

(3) Secure hair into a low pony tail with hair ties the color of YM's hair. Use foam/sock donut (they come in small and large sizes, use size appropriate for the length of hair) and pull low pony tail through the donut. *Make sure at this point the donut is low enough so it will not interfere with the wearing of YM cover.*

(4) Fan hair out neatly around the donut and secure with a second hair tie. This will present nice neat bun in the center with excess hair sticking out around the bun.

(5) Start at any point and twist excess hair around the bun, keep twisting and pinning until all hair is twisted around base of the bun in a ropelike fashion. Bobby pin frequently to ensure there are no flyways. 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.

**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 it the only authorized nail polish color authorized in any Young Marine uniform. Acrylics and press on nails are not authorized in 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.

7. **Adult Members Uniforms**

a. **Adult Volunteer Members.** The only official uniforms authorized for Adult Volunteer members are:

1) **Primary AV uniform** – Khaki style trousers, slacks, shorts, skorts and cargo pants with black staff t-shirt or polo shirt, unit approved t-shirt, or unit approved Young Marine polo shirt, black boots, athletic shoes, or dress shoes, khaki cover (optional), and black riggers belt (web belt may still be worn until December 31, 2018.)

Shorts and skorts must reach the tips of one's fingertips as their arms are fully extended agents their sides.

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

**NOTE**: Adult Volunteers will wear one of the above uniforms whenever working with Young Marines, except in those instances where the uniform of the day is PT gear or civilian clothing.

b. **Adult Members Uniform Standards – Primary Uniform**

1) The primary official uniform authorized for Adult Volunteers (AV) is the Young Marine Adult Uniform; khaki style trousers, slacks, and cargo pants with black shirt and red Young Marine swoosh logo. Adults will wear the uniform as specified below:

a) Footwear. Military style black boots. 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. Black athletic shoes and black dress shoes are authorized as appropriate.

b) Trousers. The Young Marine approved trousers will be khaki pants with nylon rigger belt available through Vanguard Young Marines Gear Store. Trousers are available through the Young Marines Gear Store and match the khaki color of the cover as described below. Trousers are worn un-bloused.

c) Shorts and Skorts. Commanders may authorize the wear of shorts when appropriate. Shorts must be consistent in style with trouser regulations. Shorts may not be shorter than fingertip length.

Black Nylon Belt

d) 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 AV's may wear the shirt un-tucked. Unit Commanders will authorize appropriate cold and inclement weather sweaters/sweatshirts and jackets.

e) Cover. The approved cover for use with this uniform will be a Marine Corps style khaki utility cover. **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 Adult Volunteer 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.

Khaki Cover

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<br>Unit Commander | NANCY C. STILLES<br>Unit XO | JOHN B. GOOD<br>Unit Adjutant |
| JANE S. DOLLAR<br>Paymaster | CARL O. MUNEZ<br>Training Officer | CYNTHIA S. TOUGH<br>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 Adult Volunteers to wear are the DOM (Distinguished Order of Merit), 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) 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.

j) Swagger Sticks. Not authorized at any time.

c. **Wearing the Young Marines Camouflage Utility Uniform.** When wearing the Young Marines Camouflage Utility Uniform, Adult Volunteers will follow the same guidelines as set forth for the youth with the following exceptions:

1) Active duty, former and retired Marines are authorized to wear the anodized brass-collar emblem with the Silver Eagle, Globe and Anchor attached. The only personnel authorized to wear the Marine Corps collar emblem are Active Duty, Reserve, or former Marines. This also applies to retirees, medical discharge, and all other discharges under honorable conditions. At no time are adult members who were not in the Marine Corps, allowed to wear the Marine Corps collar emblem. Young Marines are not authorized to wear the Marine Corps collar emblem. They 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 Young Marine Collar Device (see figure 1).

2) Adult members who are not Marines are authorized to wear the Young Marines Disc Insignia, a solid gold colored anodized brass emblem depicting the Young Marine logo, (see Figure 1). When wearing the camouflage uniform, 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. Insignia may be worn on Primary and Alternative uniform colors.

3) Former Young Marines, who are now Adult Volunteers, 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. Insignia may be worn on Primary and Alternative uniform colors. (see Figure 1)

(Figure 1)

4) The unit designation arc is sewn on the left sleeve against the shoulder seam with the Young Marine patch underneath, flush against the unit designation arc. The unit commander will have an additional arc on his shoulder. It will be sewn on directly underneath the Young Marine patch and will be labeled UNIT COMMANDER.

d. **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.

8. **Grooming and Personal Appearance Standards for Adult Members.**
All members of the Young Marines program shall adhere to the following standards: adult members shall maintain neat and well-groomed appearance. Unit Commanders must take into consideration, prior to assigning Adult Volunteers a position that requires the individual to wear the official Young Marine Camouflage Utility Uniform or direct involvement with Young Marines, the grooming and appearance standards as directed below.

a. Standards for **male Adult Volunteers** in woodland camouflage utility uniform.

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 the 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 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 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 volunteers. 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 in the woodland utility uniform. However, mustaches and sideburns may be worn, permitting they conform to current 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’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) The only jewelry permitted is watches, Red Cord, medical items, religious medallions, class, commitment, or Young Marines ring. All jewelry will be removed for physical training.

b. Standards for **female Adult Volunteers** in the camouflage utility uniform.

1) The Young Marines Camouflage Utility Uniform.

a) **Hair Regulations.** The requirement for hair regulations is to maintain uniformity within a military population. Female Adult Volunteer 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 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 (except during physical training), 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. Examples of hair accessories not authorized for securing hair for PT of the Alternative Uniform are; barrettes, scrunchies, bows, ribbons, alligator clips.

(4) 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 etc. while serving food.

(5) 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

(6) The hallmark of female AV hair is a neat and squared away hairstyle that compliments the individual 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 individual's hair length, texture and volume are different and might have to work individually with other adults to find a style that works best. AVs may choose whatever products they like and whatever style suits them to best meet regulations and not be eccentric.

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 an Adult Volunteer 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** in any Young Marine uniform. Acrylics, French-tip, and press on nails are not authorized in uniform.

d) **Jewelry.** The only jewelry permitted is watches, stud earrings, Red Cords, medical items, religious medallions, class, commitment, 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. **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 Adult Volunteers 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 Adult Volunteer 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 bellow) are the only shoe 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 inches 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.

10. **Other Optional Uniform Items.** Again, wearing of these uniform articles by Adult Volunteers is not recommended, with the exception of the Service Sweater, Field Jacket, Scarf, and Gloves

a. Service Sweater (woolly pulley). May be worn at the individual's option as a component of the Service Bravo or Charlie uniforms. May also be worn under the camouflage uniform.

b. Tanker Jacket. May be worn at the individual's option as a component of the Service Bravo or Charlie uniforms. When worn the jacket will be zipped at least to the top (i.e.,the highest point) of the external slash pockets. When worn with the sweater, the sleeves and the waistband of the sweater will be rolled up or under to ensure they do not extend below the jacket's sleeves/waistband. The tanker jacket will not be worn with nametapes. However, the Young Marine shoulder patch and Unit arc should be worn below the wearer's left shoulder seam. Plastic or metal chevrons are to be worn on the shoulder straps. The single point will be inboard and placed so that it is an equal distance from the front and rear edges of the shoulder straps with the lowest point of the insignia's outer edge 3/4 inch from the armhole seam.

c. Field Jacket. Is intended for wear with the utility uniform. When issued, it should be the principal outer garment worn with utilities. The wearing of nametapes on the field jacket will be at the discretion of the Unit Commander. However, the Young Marine shoulder patch and Unit arc should be worn below the left shoulder seam. The camouflage Gortex field jacket is also authorized for wear. When wearing the Gortex field jacket the Young Marine shoulder patch and Unit arc should be worn below the left shoulder seam.

d. All Weather Coat (AWC). The AWC may be worn with the Service or Camouflage uniforms. It may be worn with or without the liner at the individual's option. Plastic or metal chevrons are to be worn vertically, on each side of the collar with the single point up and the center of the insignia on a line bisecting the angle of the point of the collar. The lower outside edge of the insignia will be equally spaced 1/2 inch from both sides of the collar. The AWC will not be worn with nametapes. However, the Young Marine shoulder patch and unit arc should be worn below the left shoulder seam.

e. Scarf. Young Marines may wear the green wool scarf when the AWC, Tanker Jacket, or Field Jacket is worn with the Service or Utility uniform. When worn, the scarf will overlap to form a "V" at the base of the throat, hiding the garment beneath.

f. Gloves. Young Marines may wear or carry black leather, vinyl, cloth or knit gloves with the Service or Camouflage Utility uniform.

g. 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.

11. 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.

12. **Tattoo Policy.**

Tattoos or brands on the head and neck are prohibited.

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.

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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 Adult Volunteers 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 Adult Volunteer when the need to work with Young Marines or Young Marine recruits is required.

      2) 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 Adult Volunteer know what needs to be done by the Young Marines. The registered Adult Volunteer 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 the 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 Paymaster as soon as possible.

   d. The Parent Support Group may not open or maintain a separate banking account for any purpose.

   e. The Unit Commander must keep the Parent Support Group informed of the utilization of the funds.

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# 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 gives Young Marines those same attributes.

   a. **Discipline.** Discipline is the instant willingness and obedience to orders and respect for authority.

   b. **Leadership.** (By example) Leadership is 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. They have the right to attend scheduled unit meetings, events, and activities that are purposeful, planned, and organized.

b. They have the right to meet in a safe, drug and tobacco-free environment under the supervision of Adult Volunteers.

c. They have the right to be treated with firmness, fairness, dignity, and compassion.

d. They have the right to have opportunities to succeed and excel.

e. They have the right to report any inappropriate action by other Young Marines or adults.

f. They have 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 to the Deputy Director of their YM Division in the Young Marines.

g. They have the right to receive a copy of the Young Marines *Esprit* Magazine in the Fall, Winter, Spring, and Summer.

h. They have 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. They have the right to have at least 20 minutes to consume each meal.

j. They have the right to attend sick call.

k. They have the right to attend scheduled religious services.

l. They have the right to make and receive emergency phone calls.

m. They have the right to make head calls.

n. They have 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 Adult Volunteer.

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 Adult Volunteer. 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. **Youth Development.** In developing a training and education program for the unit, the general topics listed below are intended as a starting point and not a complete list to assist in planning subject matter for Young Marine development during scheduled meetings.

   a. Basic Community Services

   b. Citizenship

   c. Consumer Affairs

   d. Dependencies

   e. Employment

   f. Finances

   g. Health

   h. Leadership

   i. Newspaper

   j. Physical Fitness

   k. Safety

7. **Youth Psychology.** The Young Marines program 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 is a general depiction of behavior and development for a notional child from ages 8 to 18. The information is provided for general orientation. Remember, each child develops at their own rate and may not fit perfectly in the descriptions provided. All children respond well to sincere encouragement and praise.

a. **Eight -Year Olds (Ready for Anything).** It is an exuberant age characterized by over estimation of their abilities. They usually delay somewhat in carrying out a request and may argue and find excuses but finally obey if you insist. They like a hint or cue better than full directions. Generally, they have the capacity for self-regulation, following rules, and concentrating. Their sense of right and wrong is emerging but still unstable and their concern with rules and structure is still emerging. Eight-year olds exhibit a slightly diminished interest in the family and adults. They like proving their dependability but cannot sustain a high level of performance for a very long time. They are generally good kids because they want to be and tend to exaggerate rather than lie. They have an excuse for every shortcoming but will generally admit a wrong.

b. **Nine-year Olds (Needs Direction and Reminders).** At this age, Young Marines are easy to be around and less argumentative; however, they become sullen or cross when things do not go their way. If no issue is made, they eventually will accept the decision or direction. Nine-year olds are often willing to share responsibility and quick to blame others. Broods a lot about justice, fairness, and rights. Greatly dislikes being interrupted.

c. **Ten-Year Olds (Golden Age).** Nearing the end of childhood, ten-year olds are generally cheerful, enjoy obeying and are satisfied with themselves, parents, and the world. They are constantly on the go, care for their own physical needs completely, and use tools fairly well. They often act before they think and then are embarrassed. Tears come quickly, followed by giggles, and grudges are a thing of the past. They often adapt “what-the-heck” ways of exploring new things. They don’t particularly get along with immediate juniors (6- to 9-year olds) or seniors (11- to 13-year olds). Ten-year olds tend to have a very self-righteous attitude that despises everything wrong with the world; such as injustice, dishonesty, drugs, cigarettes, etc.

d. **Eleven-Year Olds (Beginning of Adolescence).** This age marks new and intense behavior, impulsiveness, moods, and curiosity. Eleven-year olds are in perpetual motion. They are generally happy, sociable, silly, and charming. Morality and following laws and rules are a major concern. Hypocrisy by parents and adult mentors is closely scrutinized and they learn quickly that they are not perfect. They are searching for role models that they respect and want to emulate. When such a person is found they want to spend more time with them.

e. **Twelve-Year Olds (Awareness).** Twelve-year olds begin to pull together all their skills and an emerging political and social personalities take shape. They generally have enough self-confidence about “world” affairs that they will begin to discuss the affairs with adults. They are able to take some teasing good-naturedly.

f. **Thirteen- and Fourteen-Year Olds (Early Adolescence).** Adolescence is a turbulent time for the adolescent and their families. Even Aristotle and Plato complained about adolescents. Physically, adolescents are entering puberty and all the worries that come with that period of life. Mentally, adolescents are struggling for an identity.

g. **Fifteen- and Sixteen-Year Olds (Middle Adolescence).** Most girls and some boys are beginning puberty. Parent-adolescent conflicts continue. Peer acceptance is paramount leading to experimentation with cigarettes, alcohol, and drugs. Relationships with the opposite sex and sexuality are all consuming affairs. Tends to be less moody and more independent-minded often rejecting and challenging criticism.

h. **Seventeen- and Eighteen-Year Olds (Late Adolescence).** Seventeen and Eighteen-year olds are reaching adulthood and becoming fully self-independent. Relationships with the opposite sex become steadier. There is less conflict with parents. Peer group pressure lessens with enhancing friendships based on emotional support for girls and activities for boys. They begin to physically care for others and can assume greater responsibility for their actions.

8. **Special Concerns.**

a. **Young Marines with disabilities and special needs.** The Young Marines program has fully participating members with physical, mental, and emotional disabilities. Although most of our efforts have been directed at keeping such youth in the mainstream of the Young Marines program, we recognized the special needs of those with severe disabilities.

1) **Definitions**. The American with Disabilities Act of 1990 (ADA) provides the following definition of an individual with a disability:

a) "An individual is considered to have a 'disability' if s/he has a physical or mental impairment that substantially limits one or more major life activities (e.g…seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, and working) has a record of such impairment, or is regarded as having such an impairment."

b) "An individual with epilepsy, paralysis, HIV infection, AIDS, a substantial hearing or visual impairment, mental retardation, or a specific learning disability, is covered, but an individual with a minor, non-chronic condition of short duration, such as sprain, broken limb, or the flu would not be covered by the ADA.

c) "The ADA definition protects individuals with a record of a disability and would cover, for example, a person who has recovered from cancer or mental illness."

d) "The ADA protects individuals who are regarded as having a substantially limiting impairment, even though they may not have such an impairment. For example, a qualified individual with a severe facial disfigurement is protected from being denied employment because an employer feared the 'negative reaction' of customers or coworkers."

2) The Department of Education identifies a severely handicapped child as one who, because of the intensity of their physical, mental, or emotional problems, or a combination of such problems, needs education, social, psychological, and medical services beyond those that have been offered by traditional regular and special educational programs in order to maximize his full potential for useful and meaningful participation in society and for self-fulfillment. Such children include those classified as seriously emotionally disturbed or profoundly and severely mentally retarded, and those with two or more serous handicapping conditions, such as the mentally retarded blind, and the cerebral-palsied deaf.

3) **Recognition of Needs.**

a) The basic premise of participation is the youth with disabilities and special needs must want to participate like other youth—and the Young Marines give them that opportunity. Thus, much of the program for Young Marines with disabilities and special needs is directed at:

(1) Helping unit commanders develop an awareness of disabled people among youth without disabilities.

(2) Encouraging the inclusion of youth with disabilities and special needs in all aspects of the Young Marine experience where possible.

b) There are units composed of members with similar disabilities or special needs—such as an all blind Young Marine unit or all-deaf Young Marine units. Members of these units are encouraged to participate in Young Marine activities at the battalion, regiment, division, and/or national levels along with other youth. Many of these special Young Marine units are located in special schools or centers that make the Young Marine program a part of their curriculum.

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

d) When the unit does not have a professional staff member exclusively responsible for youth with disabilities or special needs, the caregiver must be an Adult Volunteer and be present at all activities involving their charge as a condition of enrollment. The caregiver's exclusive responsibility is to provide the specialized care needed for the welfare of their charge.

4) **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 Adult Volunteer Policy and Procedure Manual, chapter one.

a) 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 (YM Form 14) to document any corrective measures, restrictions, limitations, or abnormalities. This form with support documentation shall be filed in the Young Marines Record Book.

b) In the case of mentally retarded 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 (YM Form 14) to document any corrective

measures, restrictions, limitations, or abnormalities. This form with support documentation shall be filed in the Young Marines Record Book.

5) **Promotions.** Young Marines with disabilities and special needs participate in the same program as their non-disabled peers.

a) 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 or special needs. A Young Marine with a permanent physical or mental disability may select an alternate activity or skill, if the disabling condition 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 disabled Young Marine, and their caregiver. The unit promotion board must be included in the process to assure fairness in the advancement of all Young Marines in the unit.

b) The Unit Commander should consider all practical suggestions on how best to accommodate Young Marines with disabilities or special needs. The ultimate limitations to accommodation are the limited resources available to the unit or community; however, approaches and methods for accommodation are limited by the imagination of the Unit Commander and staff. A youth in a wheelchair can meet requirements for hiking by making a trip to places of interest in his community. Giving more time and permitting the use of special aids are other ways leaders can help youth with disabilities and special needs in their efforts to advance. The open-mindedness of the unit commander plays a crucial role in that effort.

b. **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.

1) Make certain the Young Marines understand their responsibilities.

2) Make sure your intent is clear and understood by the Young Marines.

3) Make sure you define any parameters, and the Young Marines understand them.

4) Hold Young Marines accountable when they fail to meet their responsibility.

5) Remember, the Unit Commander can delegate authority but not responsibility.

c. 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.

d. **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. Adult Volunteers should take the following precautions.

1) **Ten-to-One Rule.** Have one Adult Volunteer present for every 10 Young Marines. If there are 10 Young Marines, which consists of both males and females, then two Adult Volunteers (one male and one female) must be present.

2) **Two-Deep Rule.** An Adult Volunteer should never be alone (one-on-one) with a Young Marine unless they are the Young Marine's parent. If the Young Marine is female, a female Adult Volunteer should always be present. If the Young Marine is male, a male Adult Volunteer should always be present.

3) **The Never Rules.**

   a) Never leave Young Marines unsupervised.

   b) Never forget the "Code of Conduct". It applies to both Young Marines and Adult Volunteers.

   c) Never use alcohol or tobacco products in the presence of Young Marines.

4) **Suspicious, Report It Rule.** Adult Volunteers 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. Report it and let the professionals handle it.

d. **Isolating Young Marines**.

1) Do not let a Young Marine become identified as the Unit Commander's Pet.

2) Do not overuse or spoil a good 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.

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.

9. **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.

10. 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, 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.

11. The Young Marine Honorable Discharge and the Young Marine Retirement certificates are located in the database under the Forms/Reports menu item.

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# CHAPTER 11
# RISK MANAGEMENT

1. **General.** The first guiding principle is the health, welfare, and safety of Young Marines and Adult Volunteers are paramount in the Young Marines. Our first line of defense is the Adult Volunteer Application process. During this process the Unit Commander will check the character references of the adult and HQYM will perform a background check on each individual.

   The Unit Commander:

   a. They shall review and be familiar with and enforce the 16 safety points (Page 11-9).

   b. They shall periodically inspect the unit's meeting site for health and safety hazards.

   c. They 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. They shall make every effort to certify Adult Volunteers in CPR and basic first aid as described in section two 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 Adult Volunteers 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 Adult Volunteer. As a minimum, Adult Volunteer must be able to:

      1) Identify when CPR is applied.

      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.

   b. Regardless of qualification, the Unit Commander must designate two Adult Volunteers 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 must have a completed Authorization of Medical Treatment (YMMEDFORM 1 & 2) before participating in any Young Marine activity.

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 illness. Two qualified Adult Volunteers shall be designated as the Activity Medical Officers responsible for the proper operation of the Sick Bay.

3. **Standard Operating Procedures for Activity Medical Officers (AMOs).**
The purpose is to provide standard operating procedures for the Activity Medical Officers (AMOs). All units are required to follow the standard operating procedures regarding sickbay, medical screening for overnight activities or encampments, the dispensing of medication to Young Marines during Young Marine activities, incidents involving medication, and injury reporting.

a. **Adult Volunteer Qualification.** Units need to find out what their state regulations are regarding the AMO qualifications. Unit Commanders should attempt to get as many Adult Volunteers trained in CPR and Basic First Aid as possible. Regardless of their qualifications, the Adult Volunteers dispensing medication to Young Marines must be:

1) An Adult Volunteer in good standing.

2) Designated as the Activity Medical Officer (AMO) in writing by the Unit Commander.

3) Must be familiar with and adhere to the procedures established in this appendix.

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 Adult Volunteers as the Activity Medical Officers 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 Library, these forms are: Sick Bay Log (YMMEDFORM4), Authorization for Medical Treatment (YMMEDFORM1) Health History (YMMEDFORM2), 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) Authorization for Medical Treatment (YMMEDFORM1),

3) Medication Incident Report (YMMEDFORM8), Injury Report (YMMEDFORM5)

4) Attending Physician's Statement (YMMEDFORM6)

**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 (AVC) shall:

a) Appoint, in writing, the two activity medical officers (AMOs) for the event.

b) Designate an area for the Sick Bay.

2) The AMOs will:

a) Ensure the medical chest is in the designated area.

b) The medical logbook is up-to-date.

c) Sick bay is set up.

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 Adult Volunteers or AMO to decide if a Young Marine should be on medication or not; nor is it the duty of the Adult Volunteer 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 a) and b) above, then the Young Marine or Young Marine Recruit may not participate in that activity. Parents will be called, and the Young Marine or Young Marine Recruit will be sent home**.

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.

b) 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) General Information:

a) The Unit Commander or Adult Volunteer in-charge (AVC) shall establish a Sick Bay and designate, in writing, two Adult Volunteers as AMOs **prior** to the Young Marine activity. All participating adults shall be notified who the AMO is for the activity or event. **Only** assigned AMOs are authorized to dispense medication to Young Marines and Young Marine Recruits.

2) **No medication may be provided without written permission by a parent or legal guardian.** If a Young Marine or Young Marine Recruit requires medication and

permission is not on file, the Young Marine or Recruit shall be sent home.

3) All medications must be contained in original container and all prescription medication must be in the original pharmacy container and properly labeled with pertinent instructions.

4) The AMOs shall collect all medication from the Young Marines, Recruits and/or respective units for safekeeping and proper distribution.

   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, on Authorization for Medical Treatment, to dispense prescription medication, PART III (YMMEDFORM1)

      (7) AMO one confirms the name of medication, dosage, time and strength of medication, PART IV (YMMEDFORM 4) when read aloud by AMO two.

      (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, and times to dispense

      (9) AMO one provides the Young Marine/Recruit the proper dosage

      (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). Both 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.

(a) AMO one carries the field medical kit and AMO two carries the all prescription and OTC medication and Medical Treatment Logbook.

(b) At the appointed hour, the AMOs establishes a Sick Bay.

(c) The Young Marines/Recruits requiring prescription medication reports to Sick Bay with identification card and canteen or cup of water, as required.

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

**No Young Marine or Young Marine Recruit shall be given over-the-counter medication without written permission from a parent or legal guardian in PART II of the Authorization for Medical Treatment (YMMEDFORM 1)**.

5) If the Young Marine/Recruit is too ill to continue the activity:

a) Inform the Unit Commander/Adult Volunteer in-charge.

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 PART II of the Authorization for Medical Treatment (YMMEDFORM1) to determine

parental/legal guardian consent.

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 AVC 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.

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 Adult Volunteer in-charge 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. 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, and

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 Authorization for Medical Treatment (YMMEDFORM1) 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 only. 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 (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/ AVC 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**.

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

l. **Injury Report.** All injuries to Young Marines, Young Marine Recruits or Adult Volunteers at an official Young Marine Activity requiring treatment at Sick Bay must be reported to the Unit Commander or Adult Volunteer in-charge, regardless of severity.

The unit commander/Adult Volunteer in-charge shall determine:

1) What action must be taken based on the report by the AMO?

2) Whether an official report is required to the HQYM.

The Unit Commander/Adult Volunteer in-charge shall notify the Young Marine/ Recruit's parent or legal guardian, as soon as possible, about the injury and the circumstances surrounding the injury regardless of how minor the injury. The Unit Commander will also disclose any treatment or action taken by the unit AMO or by a medical professional at medical treatment facility.

**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 mailed or faxed to the HQYM by the Unit Commander/Adult Volunteer in-charge of the Young Marine Activity. A copy of these forms should be kept in the Young Marine Record Book.

If you are not sure if you should submit an Injury Report (YMMEDFORM5) to HQYM**, complete it and send it!**

4. **16 Safety Points**

The 16 safety points listed below were adopted from the Boy Scouts of America. It embodies good judgment and common sense and should be followed stringently without compromise.

a. **Qualified Supervision**. Adult Volunteers who understand and knowingly accept responsibility for the well-being and safety of Young Marines shall supervise every Young Marines activity. The Adult Volunteer in-Charge (AVC) 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 AVC 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.

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 AVC'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 AVC shall inspect all equipment prior to and after the activity to determine its condition and ensure its proper maintenance.

f. **Personal Safety Equipment.** The AVC shall ensure that every participant have and uses the appropriate personal safety equipment required for the activity. Prior to participating in the activity, the AVC 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 AVC 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 AVC 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 AVC's or other competent sources. Good planning minimizes risk and builds contingencies for emergencies and changes in plan.

k. **Communications.** The AVC 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 AVC 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 AVC 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 AVC 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 AVC must confirm and assure compliance with all applicable laws, rules, regulations and/or statutes.

o. **CPR Resource.** Because Young Marines are involved in many physically strenuous and high-adventure activities, the potential for life-threatening emergencies are great. The Young Marines strongly recommend that, where possible all Adult Volunteers and eligible Young Marines be trained in cardiopulmonary resuscitation (CPR). A CPR qualified Adult Volunteers 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 AVC shall treat all participants in the manner decreed in the Adult Volunteer Code of Conduct (AVCC), By-Laws, and Adult Volunteer Manual.

4. **Youth Protection.**

a. **General**. It is very difficult to accept and understand that there are people who sexually molest or abuse children. The facts are undeniable that sexual victimization is a very serious problem. As the Young Marines program continues to grow, units may have Young Marines who are victims of abuse and/or neglect. Adult Volunteers responsible for the care and supervision of Young Marines must report suspected abuse to proper authorities

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 Adult Volunteer Training taught by representatives from child protective or family services, or law enforcement organizations or other Headquarter and 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 notifying 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.

3) Unit Commanders' must report serious misconduct or criminal conduct by Adult Volunteers to appropriate civilian or military authorities (especially any criminal conduct in which the health or safety of the youth may be threatened) and the next higher authorities—Battalion Commander, Regimental Commander, Division Commander, **and** their Deputy Director. Violation of the Adult Volunteers Code of Conduct (AVCC) or inappropriate behavior of any kind will not be tolerated.

c. **Four Types of Child Abuse.**

1) **Physical Abuse.** Any injury to a child under the age 18 by a parent, caretaker, household, or family member caused by hitting, kicking, biting, punching, burning, or otherwise causing trauma to the child. It may result in bruises, welts, broken bones, and internal injuries. It is often the result of extreme and inappropriate discipline. The adult may not have intended to harm the child, but the injury was not the result of an accident. This type of abuse accounts for 25 to 27 percent of reported child abuse cases.

2) **Neglect.** The chronic failure of a parent, caretaker, household, or family member to provide a child under 18 with the basic needs of life such as: food, clothing, shelter, medical care, attention to hygiene, educational opportunity, protection, and

supervision. However, one must be careful not to confuse poverty (e.g. limited money for clothing) with neglect. Also, cultural standards that differ from those prevailing in a community are not necessarily neglect. Neglect accounts for 46 to 48 percent of reported child abuse cases.

3) **Sexual Abuse.** Sexual abuse is defined as the exploitation of a child or adolescent under the age of 18 for the sexual gratification of an adult. Sexual abuse also occurs when a minor under 18 years old uses a child as an object of sexual gratification while temporarily taking on the adult role (e.g. a baby sitter). The behavior includes acts of intercourse (anal or vaginal penetration), fondling, exhibitionism, voyeurism, restraining a child with ropes, and the involvement of a child in prostitution or the production of pornography. Sexual Abuse accounts for 15 percent of reported child abuse cases.

4) **Emotional Abuse.** Emotional abuse is defined as acts or omissions by parents or other persons responsible for the child's care such as threats, scapegoat, and belittling, including extreme forms of punishment, such as confinement of a child in a dark closet. Emotional abuse may include rejecting, isolating, terrorizing, and ignoring a child. This type of abuse accounts for 13 to 16 percent of reported child abuse cases.

5) **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 Adult Volunteers from unfounded accusations of child abuse.

   a) **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 Adult Volunteer shall be alone with a YM in a room with closed doors, including toilets. Also, prevent situations where two Young Marines are left alone.

   b) **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.

   c) **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.

   d) **Isolation versus privacy.** Take special care with toileting, showering, and sleeping arrangements to limit isolation, yet provide adequate privacy.

   e) **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.

   f) **Discipline.** Do not physically punish Young Marines, this includes IPT. Do not restrain Young Marines except under the conditions established in the Adult Volunteers Code of Conduct (RACC).

g) **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.

:

h) **Supervision.** Supervise and have eyes-on Young Marines at all times.

6) **How to Respond to a Youth's Disclosure of Abuse.** The Adult Volunteer's calm supportive response can make the difference as to whether a YM continues to suffer in silence or gets help. Follow the following guidelines

a) **Control Your Emotions**. Do not panic or overreact to your suspicions or to information disclosed by the YM. If you truly are overwhelmed by what the YM is saying, take a deep breath and listen quietly but attentively.

b) **Believe the Young Marine.** Experts say that children rarely lie about their victimization. In fact, the fear of not being believed is the reason that many children give for not having told their stories sooner. Do not criticize the YM or claim that the YM misunderstood what happened.

c) **Don't Become the Investigator.** Do not ask leading questions or try to fill in facts or details. You are not responsible for coming up with an exhaustive report or providing proof. Too many questions may confuse, scare, or misdirect a YM from interviews. Do not attempt to physically examine the YM.

d) **Respect Privacy.** You may need to take the YM to a place where you can talk without interruptions but should be in plain view of other adults. Do not tell other people who do not need to know about the abuse.

e) **Show Support and Understanding.** Reassure the Young Marine that he or she has done the right thing by disclosing the abuse. It is important to tell the Young Marine that he or she is safe since the YM may have been threatened to keep silent. Emphasize that the Young Marine is not to blame for what happened. Thank the YM for telling you and assure him or her that you will try to help. Do not, however, make promises that you cannot keep or guarantee that everything will be fine. Do not tell the Young Marine that you are going to call and make a child abuse report.

f) **Recognize Your Role as Reporter.** Understand that you may not be hearing the complete story. The Young Marine's disclosure may evolve in a piecemeal fashion over time. Do not presume that you know the extent or length of the abuse or even the identity of the abuser. That is the job for Child Protective Services. Write down very careful and detailed notes about your suspicions, your observations, and your interactions with the Young Marine. Report suspected abuse to the proper authorities as required by law.

5. To seek further information regarding state mandatory reporting requirement, it is recommended that an internet search be conducted. Each state has a site covering the applicable laws.

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# 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. Adult Volunteers 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 Adult Volunteer or Young Marine then sends that link to ddr@youngmarines.com 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. Our contention is that if we educate our youth 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. We do this by:

a. Advocate for a healthy, drug-free lifestyle through personal example.

b. Provide continual drug prevention education using community resources.

c. Provide a safe, clean and nurturing environment in your meeting places and activities.

d. Encourage 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. Adult Volunteers 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. **Five Reasons Young People Use Alcohol, Tobacco, and Illicit Drugs.** In the Substance Abuse and Mental Health Services Administration of the U.S. Department of Health and Human Services (HHS) pamphlet called *Keeping Youth Drug-Free: A Guide for Parents, Grandparents, Elders, Mentors, and other Caregivers* states that there are five basic reasons why young people use alcohol, tobacco, and illicit drugs.

   a. **To Feel Grown up.** Children like to imitate adults and being grownup is a very desirable thing. To children it means freedom, making your own decisions, and being able to eat and drink anything they want. Imitating adults is how children naturally learn to become adults. They like to “try on” adult behaviors. Lots of things fit into the grownup category, such as drinking alcoholic beverages and smoking cigarettes. Young people understand and accept the differences between what adults may legally do and what is appropriate and legal for children. Through the drug prevention education program and personal example, we want to continue to reinforce this understanding by not abusing legal substances or using illegal drugs.

   b. **To Fit in and Belong**.

      1) All children need to be liked and accepted. To meet this need, children join groups of other children who provide affection and acceptance. Sometimes, such groups may use alcohol, smoke and chew tobacco, sniff inhalants, smoke pot, take LSD, use methamphetamines, smoke crack cocaine, or shoot heroin. The sad facts are that drug abuse is everywhere. In the United States, five to 10 million young people between 12-17 are using alcohol, tobacco, or illicit drugs. In other words, half the young people in this age category are using alcohol, tobacco, or illicit drugs.

      2) Wanting to fit in and belong is one of the most natural parts of growing up. It is important. For most young people it is the most important part of growing up.

A clear position against alcohol and other drug use is not enough for an effective drug prevention education program. It must provide knowledge and skill to help them cope with deciphering pro-use messages, refuse both subtle and direct offers of alcohol and drugs, act appropriately in social situations, build solid interpersonal relationships, express their thoughts and feelings, solve problems, make decisions, and communicate with people in positions of authority.

3) A supportive and effective drug prevention education program must include:

   a) a strong acceptance of the child

   b) a high expectations for appropriate behavior

   c) a strong responsiveness to the child

   d) a strong positive involvement with the child, e.g. in planned activities

   e) a solid guidance

4) Jerry Moe, Director of the Children's Services in Sierra Tucson, Tucson, AZ advises that "Building trust is a process, not an event; time is the key. Simply caring about a child is all that it takes to start. Listening…validating, respecting, and empowering a youngster will build a positive connection, for children don't care about how much adults know until they know how much adults care."

c. **To Relax and Feel Good.**

1) The environment that children grow up in today is very challenging and we can all relate to the comment that "Gee, I'm glad I'm not a kid growing up today. It's really tough out there."

2) They are in a world of:

   a) more violence and gangs

   b) economic pressures

   c) HIV and AIDS

   d) changing family structures

   e) changing social mores and values

   f) easy access to alcohol, tobacco, and illicit drugs

   g) lack of good role models

   h) more teen pregnancies

   i) many more multimedia influence

j) less security about the future techno-distractions

3) These are all factors that may contribute to the new upturn in drug abuse in this country. Some young people think that alcohol or illicit drugs will cheer them up or make them forget about problems they have.

4) Children need someone to help guide them through difficult times, someone to whom they can express their concerns and apprehensions without fear of rejection or recrimination. One of the most important things that can keep children away from alcohol and drugs is the concern and support of at least one caring adult who mentors them through the many phases of childhood.

d. **To Take Risks and Rebel.** All children need to learn how to take risks because they need to learn many new skills that most adults take for granted. The negative side is that young people, especially teenagers, think they are invincible and are prone to take greater risks. As greater levels of risk are achieved, most young people (especially teenagers) feel almost immortal and will continue to look for opportunities to push limits to grow and in some cases for thrills and excitement. This is why drugs and alcohol hold such allure for some young people with the chance to prove they "can handle it." To help young people find ways to test their limits, develop activities that involve supervised outdoor programs, i.e. mountain climbing, rappelling, and other physically demanding, or apply risk-taking skills to social, emotional, and intellectual situations instead of daredevil type stunts.

e. **To Satisfy Curiosity.** By nature, children are very curious. Many will experiment with alcohol, tobacco, and illicit drugs; however, this should not deter us from advocating a healthy and drug-free lifestyle through an aggressive drug prevention education program. The following is the Drug Education For Youth's (DEFY) list of learning objectives appropriate for each age group.

1) **Ages 8-11**.

a) Children in this age group:

(1)They need to know how to identify alcohol, tobacco, marijuana, cocaine, inhalants, hallucinogens, and stimulants in their various forms.

(2) They need to know that use of alcohol, tobacco, and other drugs is illegal at their age.

(3) They need to know that laws about drug use and sales are designed to protect people.

(4) They need to know about addiction and how addiction affects individuals and their families.

(5) They need to know that smokeless tobacco and wine coolers are drugs that are both harmful and illegal for them.

(6) They need to know how and why the effects of drugs vary from person to person, especially immediately after use.

(7) They need to know how drugs affect different parts of the body, and why drugs are dangerous for growing bodies and developing minds.

(8) They need to know how social influences such as media advertising, peer pressure, family influences, and community standards may promote drug use.

b) Drug prevention lessons and activities:

(1) These should focus on the drugs children are apt to use first—tobacco, alcohol, inhalants, prescription medication, and marijuana.

(2) These should encourage open and frank discussions of concerns about drugs and drug use.

(3) These should focus on life skills such as problem solving, resisting peer pressure, developing friendships, and coping with stress.

(4) These should not glamorize drug use through accepting the drug-using behavior of some folk heroes such as musicians, actors, or athletes.

(5) These should emphasize that most people, including a vast majority of people their own age, do not use drugs.

(6) These should emphasize the development of personal and civic responsibility.

(7) These should emphasize the development of self-esteem.

(8) These should emphasize the development of healthy leisure activities, such as sports, music, art, clubs, and volunteering.

2) **Ages 12-13.**

a) Children in this age group need to know:

(1) Must know how to identify alcohol, tobacco, marijuana, cocaine, inhalants, hallucinogens, and stimulants in their various forms.

(2) Must know what use of alcohol, tobacco, and other drugs is illegal at their age.

(3) Must know that experimenting with drugs is using drugs and does carry significant risks.

(4) Must know how drugs are pushed and how society fights the drug supply problem.

(5) Must know that laws about the use, manufacturing of, and sale of drugs are designed to protect people.

(6) Must know the extent of the drug problem locally and the efforts of authorities to control it.

(7) Must know how addiction affects individuals and their families.

(8) Must know that smokeless tobacco and wine coolers are drugs which are both harmful and illegal for them.

(9) Must know how steroid use can damage the body and mind
how drugs affect different parts of the body, especially the circulatory, respiratory, nervous, and reproductive systems, and why drugs are dangerous for growing bodies and developing minds.

(10) Must know how drugs interfere with the performance of physical and intellectual tasks how social influences such as media advertising, peer pressure, family influences, and community standards may promote drug use.

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

(1) thorough independent research

(2) helping peers

(3) serving as a positive role-model for younger people

3) **<u>Ages 14-18</u>.**

a) This age group:

(1) Should know how to identify alcohol, tobacco, marijuana, cocaine, inhalants, hallucinogens, and stimulants in their various forms.

(2) Should know and understand that the long- and short-term effects of specific drugs include addiction and death.

(3) Should know and understand that use of alcohol and other drugs is illegal at their age.

(4) Should know and understand that experimenting with drugs is using drugs.

(5) Should know how drugs are pushed and how society fights the drug supply problem.

(6) Should know that laws about the use, manufacturing of, and sale of drugs are designed to protect people and be aware of the extent of the drug problem locally and know what authorities are doing to control it.

(7) Should know and understand addiction and know how it affects individuals and their families.

(8) Should know that the tobacco in any form is unhealthy, and that wine coolers or any liquid containing alcohol are illegal drugs.

(9) Should know and understand how steroid use can damage the body and mind.

(10) Should know how and why the effects of drugs vary from person to person, especially immediately after use.

(11) Should know how drugs affect different parts of the body, especially the circulatory, respiratory, nervous, and reproductive systems, and why drugs are dangerous for growing bodies and developing minds.

(12) Should know how drug use is related to certain diseases and disabilities including AIDS, learning disorders and handicapping conditions, birth defects, and heart, lung, and liver disease.

(13) Should know and understand that taking a combination of drugs, whether illegal, over the counter or prescription, can be fatal.

(14) Should know how alcohol, tobacco, and other drugs affect the developing fetus and the breast feeding infant.

(15) Should know the full effects and consequences of operating equipment, driving vehicles, and performing other physical tasks while using drugs.

(16) Should know the full effects and consequences of drug use on performance of intellectual tasks.

(17) Should know that drug use can affect opportunities for personal growth and professional success.

(18) Should know and be familiar with treatment and intervention resources.

(19) Should know and understand that they are role models for younger people.

b) Drug prevention lessons and activities:

(1) These must have more sophisticated information about drugs.

(2) These must make connections between drug use and its consequences for the individual and society.

(3) These must emphasize that drug use does not fit in with establishing productive life goals.

(4) These must underscore that they are citizens and consumers, and that as part of society they must bear the costs of drug use.

8. **Information about Drugs.**

a. **Narcotics.**

1) **Product names:** Heroin, Morphine, Codeine, Dilaudid, Demerol, Percodan, Methadone, Talwin

**2) Street terms:**

Heroin—Big H, horse, dope, boy, and smack
Morphine—M, Miss Emma, Mister Blue, Morph
Codeine—Schoolboy
Dilaudid—Lord
Demerol— Dillies, "D," dust
Percodan—percocet, percs, roxicotten
Methadone—fizzies, Dollies
Talwin— "T"

3) **Symptoms of use:** lethargy, drowsiness, euphoria, nausea, constipation, constricted pupils, slowed breathing.

4) **Potential consequences**: HIV infection, heart or respiratory problems, mood swings, chronic constipation, tremors, toxic psychosis, high potential for addiction.

5) **Route of administration:** Injected and ingested.

6) **Medical use:** for pain relief (except heroin and methadone)

7) **Legal status:** illicit or prescription only

b. **Hallucinogens.**

1) **Product names:** LSD (lysergic acid diethylamide), PCP (phencyclidine), DMT (dimethyltryptamine), Mescaline, MDA (methylenedioxyamphetamine), STP (dimehtoxymethamphetamine), psilocybin, MDMA (methylenedioxymethamphetamine).

2) **Street terms:**

LSD—acid, windowpane, blotter, wedding bells, Microdot
PCP—angel dust, love boat, hog, animal trank
STP— peace
MDMA—Ecstasy, XTC, Adam, love drug
Mescaline—Peyote, mescal, cactus buttons, cactus head
Psilocybin—psychedelic mushrooms, shrooms

3) **Symptoms of use**: Trance-like state, excitation, euphoria, increased pulse rate, insomnia, hallucinations.

4) **Potential consequences:** Impaired judgment and coordination can result in greater risk for injury, self-inflicted injury, violent behavior, paranoia, depression or anxiety, unpredictable flashbacks.

5) **Route of administration:** Ingested.

6) **Medical use:** none.

7) **Legal status:** illicit

c. **Ethyl alcohol.**

1) **Product names:** beer, gin, vodka, bourbon, whisky, liqueur, wine, brandy, champagne, rum, sherry, port, coolers, cordial .

2) **Street terms:** booze, alcohol, liquor, drinks, cocktails, highballs, nightcaps, moonshine, white lightning, hooch

3) **Symptoms of use:** Slurred speech, impaired judgment and motor skill incoordination, confusion, tremors, drowsiness, agitation, nausea and vomiting, respiratory ailments, depression.

4) **Potential consequences:** Impaired judgment can result in sexually transmitted diseases (including HIV/AIDS), injuries, auto crashes, inability to control drinking, high tolerance level, blackouts and memory loss, interference with personal relationships, cirrhosis of the liver, vitamin deficiencies, damage to heart and central nervous system, sexual impotence, and weight gain.

5) **Route of administration**: Ingested.

6) **Medical use:** for appetite stimulation and mild sedation

7) **Legal status:** legal for those of established drinking ages

d. **Depressants.**

1) **Product names:** sleeping pills and tranquilizers (Seconal, Nembutal, Smytal, Quaalude, Miltow, Norcet, Placidyl, Valium, Librium, Tauxene, Ativan, Xanax, Serax)

2) **Street names:** downers, goofballs, red devil, blue devil, blues, yellow jackets, pink ladies, Christmas trees, phennies, peanuts.

3) **Symptoms of use:** drowsiness, confusion, incoordination, tremors, slurred speech, depressed pulse rate, shallow respiration, dilated pupils.

4) **Potential consequences:** Anxiety, depression, restlessness, psychotic episodes, chronic fatigue, insomnia, changes in eyesight, irregular menstruation, stopped breathing, suicide, dependence requiring more of the drug to get the same effect, severe withdrawal symptoms.

5) **Route of administration:** Ingested.

6) **Medical use**: for tranquilization, sedation, and sleep

7) **Legal status:** prescription only

e. **Cocaine and Crack Cocaine.**

1) **Product names:** Cocaine, crack cocaine.

2) **Street terms:** Cocaine—coke, flake, snow, happy dust, gold dust, Cecil, C, freebase, toot, white girl, Scotty Crack Cocaine—crack, rock, base, and sugar block.

3) **Symptoms of use:** Excitability, euphoria, talkativeness, anxiety, increased pulse rate, dilated pupils, paranoia, agitation, and hallucinations

4) **Potential consequences:** high risk for addiction, violent or erratic behavior, hallucinations, cocaine psychosis, eating or sleeping disorders, impaired sexual performance, ongoing respiratory problems, ulceration of the mucous membrane of the nose, collapse of the nasal septum, cardiac or respiratory arrest.

5) **Route of administration:** sniffed and smoked.

6) **Medical use**: none

7) **Legal status:** illicit

f. **Cannabis (Marijuana).**

1) **Product names:** Delta-9-tetrahydocannabinol, Cannabis sativa, marijuana, hashish, hashish oil.

2) **Street terms:** pot, weed, reefer, joint, stick, Mary Jane, Acapulco Gold, rope, jive stick, hay, loco weed, bhang, ganja, hash, hash oil, chronic, (Blunts refer to cigars into which marijuana is rolled.)

3) **Symptoms of use:** mood swings, euphoria, slow thinking, and reflexes, dilated pupils, increased appetite, dryness of mouth, increased pulse rate, delusions, hallucinations.

4) **Potential consequences:** A motivational syndrome, memory impairment, weight gain, increased risk for cancer, lower sperm counts and lower testosterone levels for men, increased risk of infertility for women, psychological dependence requiring more of the drug to get the same effect. Marijuana serves as a barrier against self-awareness, and users may not learn key developmental skills.

5) **Route of administration:** Ingested and smoked.

6) **Medical use:** research

7) **Legal status:** illicit

g. **Stimulants.**

1) **Product names:** Amphetamine, Methamphetamine, Biphetamine, Dexedrine, Desoxyn, Tenuate, Ionamin, Tepanil.

2) **Street terms:** Uppers, pep pills, bennies, wake-ups, eye-openers, co-pilots, coast-to-coast, cartwheels, A's, black beauties, chalk, ice, crank, speed, meth, crystal.

3) **Symptoms of use:** Excitability, tremors, insomnia, sweating, dry mouth and lips, bad breath, dilated pupils, weight loss, paranoia, and hallucinations.

4) **Potential consequences:** Weight loss, nutritional deficiency, chronic sleep problems, high pressure, paranoia, anxiety or nervousness, decreased emotional control, severe depression, violent behavior, death from heart failure or suicide

5) **Route of administration**: Ingested.

6) **Medical use:** for narcolepsy, obesity, hyperkinesias

7) **Legal status:** prescription only

h. **Inhalants.**

1) **Product names:** Organic solvents, nitrous oxide, nitrites, aerosols, model glue, nail polish remover, lighter fluid, gasoline, paints, hair spray.

2) **Street terms:**

Nitrous oxide—laughing gas, whippets
Amy nitrates—snappers, poppers, pearls, amies
Butyl nitrate—locker room, bolt, bullet, rush, climax

3) **Symptoms of use:** drunkenness, slurred speech, incoordination, nausea, vomiting, slowed breathing.

4) **Potential consequences:** Brain damage, pains in chest, muscles, joints, heart trouble, severe depression, toxic psychosis, nerve damage, fatigue, loss of appetite, bronchial tube spasm, sores on nose or mouth, nosebleeds, diarrhea, nausea, bizarre or reckless behavior, sudden death, suffocation.

5) **Route of administration:** Sniffed.

6) **Medical use:** Nitrous oxide only, for anesthesia

7) **Legal status:** most products available in retail stores

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

a. **Federal Resources**:

**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 37337
800-444-6472
www.omhrc.gov

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

ONDCP's Anti-Drug
www.theantidrug.com

ONDCP's Freevibe
www.freevibe.com

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

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

b. **Private-Sector Resources:**

**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

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