

**Headquarters Young Marines**  
17739 Main St suite 250,  
Dumfries, VA 22026



Training  
HQYM  
20190201

YOUNG MARINES BILLET SYSTEM

From: Alvin Hendricks, Training Manager, Headquarters Young Marines  
To: Distribution List

Via: Jeremy Jones, Director of Operations, Headquarters Young Marines

Subj: GUIDANCE FOR THE UPDATED YOUNG MARINES BILLET SYSTEM

Ref: (a) Commander's Manual

Encl: (1) Young Marines Billet Counseling Form  
(2) Young Marines Leadership Evaluation Form  
(3) Young Marines Billet Chart  
(4) Young Marines Unit Billet Descriptions  
(5) Young Marines Higher Headquarters Billet Chart  
(6) Young Marines Higher Headquarters Billet Descriptions

1. **Purpose.** To provide guidance on how to implement and use the new Young Marines Billet System (YMBS). Each billet provides an opportunity for the Young Marine to develop as a leader, hone their leadership style, foster an environment for personal growth, maturity, and self-confidence, and allow for one on one mentorship at their specific level. The YMBS provides the commander an opportunity to guide, mentor, and provide feedback to each Young Marine assigned to a billet.

2. **Intent.** The intent of the YMBS is for each Young Marine billet to no longer be viewed as merely a check in the box, but as an opportunity for the Young Marine to gain value from serving in the billet. The YMBS provides tasks, duties, and a purpose that will teach each Young Marine valuable skills that will benefit the individual both in the Young Marines program and in life. The YMBS moves us forward and exemplifies our motto of "Strengthening the Lives of Americas Youth."

3. **Standard.** The new billet process has three criteria that may or may not affect each billet. Some criteria will have leeway for commander's discretion, other criteria will be set in stone and will only be adjusted and/or waived for extenuating circumstances.

- a. **Eligibility.** Each billet states within the description what the eligibility requirements are and what billets Young Marines of a certain rank are permitted to hold. Deviation from the eligibility requirements is not authorized and should not be entered into the database. However, some billets have a clause to allow for certain situations in which a Young Marine who is not eligible may hold the billet. The clause is specific to which rank is permitted to have the billet entered into the database. Keep in mind that erroneous billet entries can hinder future unit evaluations, Young Marine of the Year eligibility, leadership school eligibility, and SPACES eligibility.
- b. **Duties and Tasks.** Each billet has duties and tasks associated with the billet and its entry. Billets are not complete until the billet's tasks are completed, and the Young Marine has been counseled on their performance. Lower level billets consider age. However, the tasks and duties become more dynamic beyond the platoon level where Young Marines should be judged by the rank and not their age. Commanders have the discretion to determine if the tasks were complete based upon the Young Marine's performance.

4. **Billet Classification.** To simplify how many billets can be held, we have classified billets into two categories: Leadership Billets and Operational Billets. Leadership Billets are billets that are designed to deal with Young Marines directly. Operational Billets are those designed to deal with the Young Marines indirectly. Young Marines may hold only one Operational Billet at a time. They also may only hold one Leadership Billet at a time. However, Young Marines may hold one Leadership Billet and one corresponding Operational Billet at the same time. For example, a Young Marine may be the Young Marine First Sergeant and the Young Marine Training Chief, but they may not be the Young Marine First Sergeant and the Unit Gunnery Sergeant.

a. **Billet Classification Chart.**

Leadership Billets	Operational Billets
Unit Young Marine Team Member	Unit Color Guard Member
Unit Young Marine Team Leader	Unit Color Sergeant
Unit Young Marine Assistant Squad Leader	Assistant Recruit Instructor
Unit Young Marine Squad Leader	Recruit Instructor
Unit Young Marine Platoon Guide	Unit Young Marine DDR Chief
Unit Young Marine Platoon Sergeant	Unit Young Marine Administrative Chief
Unit Young Marine Platoon Leader	Unit Young Marine Public Relations Chief
Unit Young Marine Gunnery Sergeant	Unit Young Marine Community Service Representative.
Unit Young Marine First Sergeant	Unit Young Marine Assistant Training Chief
	Unit Young Marine Training Chief
	Unit Young Marine Executive Officer Assistant

**5. Evaluations and Counseling.** Each billet requires formal or informal counseling and a leadership evaluation before the billet is completed. Taking a unit's time into consideration, we have provided a simplified form to guide the conversation during the counseling session. The session should include a Young Marine within the billet holder's chain of command and an Adult Volunteer. We have also provided guidance on scoring performance through a leadership evaluation form. The evaluation and counseling should remain in the Young Marine's physical record book. The score that resulted from the process should be entered once the evaluation has been completed in the database. Keep in mind that billets are not visible in a Young Marine's record book until they are completed.

- a. Considerations.** Areas the billet evaluators and counselors should consider while going through the process are the following:

<b>LEADERSHIP:</b> Integrity, Responsibility, Accountability	<b>DISCIPLINE:</b> Does the right thing, in the right way, for the right reasons	<b>TEAMWORK:</b> Dedication to mission. Devotion. Always makes a positive impact
Leads by example and pursues professional development	Does the right thing even when unpopular or difficult	Shows enthusiasm in being a Young Marine and inspires others
Always upholds the reputation of the Young Marines (24/7)	Holds self and others accountable to Young Marines' standards	Demonstrates situational awareness and sound judgment
Seeks responsibility and accepts responsibility for success/failures of Young Marines	Takes ownership of difficult situations even if beyond the scope of regular duties	Is prepared for Young Marines activities
Respects self and others	Admits to shortcomings and mistakes	Sharpens common Young Marines skills
Maintains a high level of emotional stability	Obeys all lawful orders and regulations given by superiors	Develops action plans and takes needed steps to minimize risks
Maintains a high level of physical readiness	Refuses to participate in inappropriate behavior	Acts responsibly in the use and care of equipment
Does the right thing when no one is looking	Takes ownership of and seeks assistance in dealing with difficult personal situations	Accomplishes tasks promptly, no matter what the conditions
Avoids alcohol abuse and has zero tolerance for drug use	Assists subordinates in taking on difficult personal situations	Provides for support and welfare of Young Marines
Looks after the welfare of other Young Marines	Always obeys the rules as set forth by the Young Marines program	Acts responsibly during recreational activities

6. **Tasks.** Commanders are encouraged to use their discretion in areas that have not been covered within this guidance. Headquarters can only provide general training to set the standard. Unit Commanders must provide training that fits their unit's culture; however, how units operate culturally must not circumvent the standard set by Headquarters Young Marines.

b. **Unit Commanders.** Unit Commanders are responsible for creating an environment where the unit can thrive and where Young Marines can grow. Unit Commanders are also the authority who approves and disapproves evaluations and scores based on recommendations from the chain of command. Unit Commanders have the discretion to fill billets within the limits of the policy set forth by Headquarters Young Marines.

c. **Higher Level Commanders.** Higher level commanders are the authority that approves and disapproves billet evaluations, scoring, and entry on their level. Higher level commanders are responsible for delegating the entry and awarding of billets and subsequent awards on their level. Commanders are responsible for consistently filling the billets not associated with events and giving the opportunity for all Young Marines within the appropriate command. Commanders are encouraged to schedule higher level events so Young Marines can complete the higher-level billets.

7. **Approval.** This guidance was reviewed and approved by the National and Deputy Directors on 03/11/2019. Previous billet documentation is no longer valid and should be disregarded. The database has been updated to reflect the new billets. The previous billets that have been completed will remain in the record book. New manual and guidebook updates will reflect the latest information.

*Alvin Hendricks*

Alvin Hendricks  
Training Manager  
Headquarters Young Marines

# Billet Counseling Form

<b>NAME</b>		<b>GRADE</b>		<b>DATE</b>	
<b>UNIT</b>					
<ul style="list-style-type: none"> <li><input type="radio"/> Team Member</li> <li><input type="radio"/> Team Leader</li> <li><input type="radio"/> Assistant Squad Leader</li> <li><input type="radio"/> Squad Leader</li> <li><input type="radio"/> Platoon Guide</li> <li><input type="radio"/> Assistant Recruit Instructor</li> <li><input type="radio"/> Recruit Instructor</li> <li><input type="radio"/> Platoon Sergeant</li> </ul>			<ul style="list-style-type: none"> <li><input type="radio"/> Platoon Leader</li> <li><input type="radio"/> Unit Gunnery Sergeant</li> <li><input type="radio"/> Unit First Sergeant</li> <li><input type="radio"/> Unit DDR Chief</li> <li><input type="radio"/> Unit Administrative Chief</li> <li><input type="radio"/> Unit Public Affairs Correspondent</li> <li><input type="radio"/> Assistant Training Chief</li> <li><input type="radio"/> Unit Training Chief</li> <li><input type="radio"/> Executive Officer Assistant</li> </ul>		
<b>EVALUATOR'S COUNSELING SESSION GOALS:</b>					
<b>EVALUATED YOUNG MARINE'S PROFESSIONAL GOALS:</b> <u>(3 or 4 goals; specific, measurable, attainable, realistic, time- bound)</u>					
<b>EVALUATED YOUNG MARINE'S PERSONAL GOALS:</b> <u>(3 or 4 goals; specific, measurable, attainable, realistic, time-bound)</u>					
<b>PLAN OF ACTION</b>					
Individual Counseled: _____ I Agree    I Disagree with the information above REMARKS: _____					
YOUNG MARINE SIGNATURE: _____					

YOUNG MARINE LEADER COMMENTS:

Select the Recommended Score		
<input type="checkbox"/>	Outstanding	
<input type="checkbox"/>	Excellent	
<input type="checkbox"/>	Above Average	
<input type="checkbox"/>	Average	
<input type="checkbox"/>	Below Average	
<input type="checkbox"/>	Unsatisfactory	

YOUNG MARINE LEADER SIGNATURE: \_\_\_\_\_

ADULT LEADER COMMENTS:

Select the Recommended Score		
<input type="checkbox"/>	Outstanding	
<input type="checkbox"/>	Excellent	
<input type="checkbox"/>	Above Average	
<input type="checkbox"/>	Average	
<input type="checkbox"/>	Below Average	
<input type="checkbox"/>	Unsatisfactory	

ADULT LEADER SIGNATURE: \_\_\_\_\_

UNIT COMMANDER OR EXECUTIVE OFFICER COMMENTS:

Select the Recommended Score		
<input type="checkbox"/>	Outstanding	
<input type="checkbox"/>	Excellent	
<input type="checkbox"/>	Above Average	
<input type="checkbox"/>	Average	
<input type="checkbox"/>	Below Average	
<input type="checkbox"/>	Unsatisfactory	

UNIT COMMANDER OR EXECUTIVE OFFICER SIGNATURE: \_\_\_\_\_

**BASIC TO JUNIOR LEADERSHIP EVALUATION FORM**

Last Name	First Name	MI	Rank	Platoon	Duty Assignment	Date
-----------	------------	----	------	---------	-----------------	------

<p><b>Unsatisfactory:</b> This category is generally for a Young Marine who knows the correct thing to do but chooses to do what is not correct. A Young Marine who has most likely been scolded for an inappropriate infraction. This category can also be a Young Marine who is afraid to step out and do what is right.</p>	<p><b>Above Average:</b> A Young Marine who excels past the average and shows they are not afraid to step out of their boundaries. However, this should not be based on anything that is a skill such as PFTs, drill, or test taking. The exception is the Young Marine who shows tenacity in not giving up on weaknesses in these areas.</p>
--	---

<p><b>Below Average:</b> A Young Marine who has fallen short of what a Young Marine of their current rank should know. A Young Marine who also understands what should happen but chooses to do otherwise. This can include a lack of knowledge, confidence, and willingness to do task associated with their billet and rank.</p>	<p><b>Excellent:</b> A Young Marine who goes over and beyond normal duties. This Young Marine is not necessarily the most motivated Young Marine but the Young Marine who shows a clear positive distinctive presence in a particular area.</p>
--	---

<p><b>Average:</b> A Young Marine who does not stand out but does not get into trouble. The average Young Marines is based off the caliber of students that rank attending the leadership school and based off the prior knowledge required for a Young Marine of that particular rank.</p>	<p><b>Outstanding:</b> Although this score should be almost unobtainable, this Young Marine has completely demonstrated a high level of understanding of the scored leadership trait. If they have not yet, they are on the way to mastering the trait.</p>
---	---

	Unsatisfactory	Below Average	Average	Above Average	Excellent	Outstanding	
	5.0 to 5.9	6.0 to 6.9	7.0 to 7.4	7.5 to 7.9	8.0 to 8.9	9.0 to 9.9	

<p><b>Leadership Evaluation Score Choice:</b></p>		<p>Please choose a score within the specified categories and write the justification for the score below.</p>
---	--	---

Remarks:

---



---



---



---



---



---



---



---



---



---

	Signature	Scores	Date
Evaluator			
Adult Volunteer			
Unit Commander			

**SLS - LEADERSHIP EVALUATION FORM**

Last Name	First Name						MI	Rank	Platoon						Duty Assignment	Date		
Traits/Qualities	UN	BA	AV	AA	EX	OS	Traits/Qualities						UN	BA	AV	AA	EX	OS
Justice <i>Fair and consistent based on each situation</i>							Judgement <i>The ability to make good decisions</i>											
Decisiveness <i>The ability to make good decisions without delay</i>							Integrity <i>Doing the right thing when no one is looking</i>											
Dependability <i>Can be trusted to complete a job</i>							Enthusiasm <i>Intense interest and excitement about a topic</i>											
Initiative <i>Doing a task without being told to</i>							Sets a Positive Example <i>Doing the right thing when others are around</i>											
Bearing <i>Consistent high level of self control</i>							Takes Responsibility <i>If at fault, admits it and accepts the consequences</i>											
Courage <i>Accomplishing task even when afraid.</i>							Keeps Subordinates Informed <i>Passes down appropriate information</i>											
Develops Teamwork <i>Manages conflict, works together, and keeps the group organized</i>							Delegates Tasks Effectively <i>Gives instruction that is specific, ethical, realistic, and timebound</i>											
Seeks Self-Improvement <i>Makes an effort to improve weaknesses</i>							Looks Out For Team Welfare <i>Ensures the team members are healthy, fed, clothed, and involved</i>											

Add the number of marks in each column and indicate below

	UN	BA	AV	AA	EX	OS	
	-0.20	-0.10	0.00	0.05	0.10	0.20	Total
A							
B							

7

<b>Score</b>

<b>Value</b>

Multiply the number of x's by the value of each category

Add row B together then add "7" to the total.

Remarks:

---



---



---



---



---



---



---



---



---



---

Signature		Scores	Date
Evaluator			
Adult Leader			
Unit Commander			



Enclosure 2- Advanced Young Marine LEF

**LEADERSHIP EVALUATION FORM**

Last Name	First Name	MI	Rank	Platoon	Duty Assignment	Date									
Traits/Qualities		UN	BA	AV	AA	EX	OS	Traits/Qualities		UN	BA	AV	AA	EX	OS
Justice								Judgement							
Fair and consistent based on each situation								The ability to make good decisions							
Decisiveness								Integrity							
The ability to make good decisions without delay								Doing the right thing when no one is looking							
Dependability								Tact							
Can be trusted to complete a job								Delivering a message with respect							
Initiative								Endurance							
Doing a task without being told to								Ability to do something difficult for a long time							
Bearing								Unselfishness							
Consistent high level of self control								Putting others before their own needs							
Courage								Knowledge							
Accomplishing task even when afraid								Having information about someone or something							
Empathy								Enthusiasm							
Understanding another person's condition or feelings								Intense interest and excitement about a topic							
Intellect								Sets a Positive Example							
Ability to understand and evaluate knowledge								Doing the right thing when others are around							
Develops Teamwork								Takes Responsibility							
Manages conflict, works together, and keeps the group organized								If at fault, admits it and accepts the consequences							
Seeks Self-Improvement								Keeps Subordinates Informed							
Makes an effort to improve weaknesses								Passes down appropriate information							
Looks Out For Team Welfare								Delegates Tasks Effectively							
Ensures the team members are healthy, fed, clothed, and involved								Gives instruction that is specific, ethical, realistic, and timebound							
Sets Reachable Goals								Inspires Subordinates							
Creates goals that are hard to reach but can be achieved								Sparks the enthusiasm within the people on the team							

Add the number of marks in each column and indicate below

	UN	BA	AV	AA	EX	OS	Total
A	-0.20	-0.10	0.00	0.05	0.10	0.20	
B							=

7

Score

Value

Multiply the number of x's by the value of each category

Add row B together then add "7" to the total.

Remarks:

---



---



---



---



---



---



---



---



---



---

	Signature	Scores	Date
Evaluator			
Adult Leader			
Unit Commander			

Enclosure 3											
Billet Assignment	YM/Rct	YM/Pvt	YM/Pfc	YM/LCpl	YM/Cpl	YM/Sgt	YM/SSgt	YM/GySgt	YM/MSgt	YM/MGySgt	
Unit Team Member											
Unit Team Leader											
Unit Assistant Squad Leader											
Unit Color Guard Member											
Unit Color Sergeant											
Unit Squad Leader	Required for Promotion to YM/Cpl										
Unit Platoon Guide											
Unit Assistant Recruit Instructor	YM/Cpl and above that have not received the National Recruit Instructor Certification										
Unit Recruit Instructor	Graduates of National SLS and ALS that have received National Certification to be a YM Recruit Instructor										
Unit Platoon Sergeant	Required for promotion to YM/SSgt										
Unit Platoon Leader	One of the billets that maybe chosen before getting promoted to YM/MSgt										
Unit YM Gunnery Sergeant	Required for promotion to YM/MSgt										
Unit YM First Sergeant											
Unit DDR Chief	One of the billets that maybe chosen before getting promoted to YM/MSgt										
Unit Administrative Chief											
Unit Public Relations Chief											
Unit Community Service Representative	One of the billets that maybe chosen before getting promoted to YM/MSgt										
Unit Assistant Training Chief											
Unit Training Chief	Required for promotion to YM/MGySgt										
Unit Executive Officer Assistant											

Enclosure 3

Billet	Rank Requirement	Promotion Requirement
Unit Team Member	YM/Pvt & Above	n/a
Unit Team Leader	YM/Pvt & Above	n/a
Unit Assistant Squad Leader	YM/PFC & Above	n/a
Unit Squad Leader	YM/LCpl	YM/CPL
Unit Platoon Guide	YM/Cpl & above	n/a
Unit Platoon Sergeant	YM/Sgt	YM/SSGT
Unit Platoon Leader	YM/SSgt – YM/GySgt	*YM/MSgt
Unit Gunnery Sergeant	YM/GySgt	YM/MSgt
Unit First Sergeant	YM/MSgt	YM/MGySgt
<b>Unit Young Marine Headquarters Element</b>		
Unit DDR Chief	YM/Sgt to YM/GySgt	* YM/MSgt
Unit Administrative Chief	YM/SSgt & above	n/a
Unit Public Relations Chief	YM/Sgt & above	n/a
Unit Community Service Representative	YM/Sgt – YM/GySgt	*YM/MSgt
Assistant Training Chief	YM/GySgt – YM/MSgt	n/a
Training Chief	YM/MSgt	YM/MGySgt
Executive Officer Assistant	YM/MGySgt	n/a
* = Must complete one of the following before promotion to YM/MSgt		

## Unit Billets Descriptions

### Unit Young Marine Team Member

To be a Team Member, a **Young Marine must be a YM/Pvt** and above in good standing in the unit; recruits are not permitted to be Team Members until the completion of recruit training. **This position is not required for promotion.**

1. Duties and Responsibilities of a Unit Young Marine Team Member are:
  - a. comply with rules and orders
  - b. make responsible decisions for your own (and your teammates') safety
  - c. maintain good personal habits and manners
  - d. admit your mistakes and learn from experience
  - e. encourage your teammates
  - f. take care of all personal and group equipment—repair or report items of equipment and clothing when they break or become damaged
  - g. cooperate with others and work as a member of a team.
  - h. accept constructive criticism

### Unit Young Marine Team Leader

To hold the position of Team Leader, a **Young Marine must be a YM/Pvt** and above in good standing in the unit. **This position is not required for promotion**, but rather another opportunity for leadership. As a Team Leader, their responsibility is to the members of their team. They are responsible for their safety and training in addition to ensuring their team is well informed. While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit.

1. Duties and Responsibilities of a Unit Young Marine Team Leader are:
  - a. assists the Squad leader with supervision and the carrying out of all orders and assignments for their team
  - b. ensures their team is taken care of before themselves
  - c. takes responsibility for their team's actions

### Unit Young Marine Assistant Squad Leader

To hold the position of Assistant Squad Leader, a **Young Marine must be a YM/PFC** and above in good standing in the unit. **This position is not required for promotion**, but rather another opportunity for leadership. As an Assistant Squad Leader, their responsibility is to the members of their squad. While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit.

1. Duties and Responsibilities of a Unit Young Marine Assistant Squad Leader are:
  - a. The Assistant Squad Leader assists the Squad Leader with his/her duties.
  - b. They carry out all duties as assigned by the Squad Leader.
  - c. They perform the duties of the Squad Leader in their absence.

### Unit Young Marine Squad Leader

To hold the position of Squad Leader, a **Young Marine must be a YM/LCpl** in good standing in the unit. **This position IS required for YM/Cpl promotion.** As a Squad Leader, their responsibility is to the members of their squad. While holding this billet, the Young Marine must complete and carry out the following tasks to receive credit towards their YM/Cpl promotion.

1. Duties and Responsibilities of a Unit Young Marine Squad Leader are:

- a. The Squad Leader is responsible to the Platoon Sergeant for their squad.
- b. They carry out all duties as assigned by the Platoon Sergeant.
- c. The First Squad Leader assumes the duties of the Platoon Guide in their absence.
- d. In the case that the unit does not fill the guide billet, First Squad Leader will take over the Platoon Sergeant's position in case of their absence.
- e. Some responsibilities a Squad Leader has are:
  - 1) care and safety of the members of their squad
  - 2) responsibility for their squad members being kept up to date on unit, platoon, or squad information
  - 3) ensuring their squad members look their best by adhering to the Young Marine Uniform Regulations
  - 4) ensuring the squad members are where they are always supposed to be

#### PROMOTION REQUIREMENTS FOR SQUAD LEADER:

- Young Marine must assist the Platoon Sergeant in at least one Uniform Inspection.

#### Unit Young Marine Platoon Guide

To hold the position of Platoon Guide, a **Young Marine must be a YM/Cpl** or above in good standing in the unit. **This position is not required for the promotion**, but rather another opportunity for leadership. While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit.

#### 1. Duties and Responsibilities of a Unit Young Marine Platoon Guide are:

- a. The Platoon Guide is responsible for and carries the Platoon Guidon.
- b. The Platoon Guide assumes the duties of the Platoon Sergeant in their absence.
- c. The Platoon Guide is responsible for ensuring members of their platoon receive all gear and equipment they need.
- d. It is the Platoon Guides responsibility to ensure all members of the platoon receive appropriate water and chow breaks and ensure all get chow.

#### Unit Young Marine Platoon Sergeant

To hold the position of Platoon Sergeant, a **Young Marine must be a YM/Sgt** in good standing in the unit. **This position IS required for YM/SSgt promotion.** As a Platoon Sergeant, their responsibility is to the members of their platoon. They answer to their Platoon Leader on all matters pertaining to their platoon. While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit towards their YM/SSgt promotion.

#### 1. Duties and Responsibilities of a Unit Young Marine Platoon Sergeant are:

- a. The Platoon Sergeant must ensure members of their platoon follow all regulations and guidelines pertaining to the standards and conduct of the Young Marines.
- b. They must hold inspections to ensure members are properly fitted with uniforms and equipment as well as maintaining appropriate grooming standards.
- c. They will periodically test the knowledge of members of the platoon to ensure they are studying their guidebooks.
- d. The Platoon Sergeant will pass on to the Platoon Leader all requests and recommendations from them and their Squad Leaders concerning members of their platoon.
- e. They will perform other duties as assigned by the Platoon Leader or Unit Commander.

#### PROMOTION REQUIREMENTS FOR PLATOON SERGEANT:

- The Young Marine must hold a Uniform Inspection at least once during their term, with the assistance of

one or more Squad Leader(s).

- The Platoon Sergeant will turn in results of all impromptu knowledge assessments that they give their platoons; they will then give suggestions on how to improve their Young Marines knowledge.
- At the end of their term, they will give an After-Action Report on how the platoon can improve and steps to take for the next Platoon Sergeant.

#### Unit Young Marine Platoon Leader

To hold the position of Platoon Leader, a **Young Marine must be a YM/SSgt – YM/GySgt** in good standing in the unit. **This position may be required for YM/MSgt promotion.** As a Platoon Leader, their responsibility is to the members of their platoon and Platoon Sergeant. The Platoon Leader is responsible to the Unit Commander for their platoon. While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit towards their YM/MSgt promotion.

1. Duties and Responsibilities of a Unit Young Marine Platoon Leader are:

- a. They serve as the official authority and mentor to the Platoon Sergeant for all matters pertaining to the platoon.
- b. Platoon Leaders attend all meetings called by the Unit Commander and pass down to their respective Platoon Sergeants all information necessary for the smooth operation of their platoon.
- c. Platoon Leaders oversees inspections of their platoons on a normal basis to ensure compliance with uniform regulations.
- d. Platoon Leaders pass on to the Unit Commander all recommendations for promotions and/or awards for those in their platoon.
- e. At the request of the Unit Commander, Platoon Leaders train their replacements.

#### PROMOTION REQUIRMENTS FOR PLATOON LEADER:

Note: If a YM/SSgt holds this billet, and preforms all tasks to receive credit, they do not need to hold it again as a YM/GySgt for promotion credit. The billet (or one compatible listed in the YM/MSgt requirements) only needs to be successfully held once.

- They must assist in the grading and execution at least one platoon Uniform Inspection.
- A Platoon Leader must have a comprehensive list of promotions and awards ready for the Unit Commander upon request.
- After a Platoon Leader attends a Unit Commander meeting, they will have taken notes and set aside time to go over them with their Platoon Sergeant.
- At the end of their term, the Platoon Leader will set down with their Platoon Sergeant and Training Officer to go over recommendations and accommodations of the Platoon Sergeants term.

#### Unit Young Marine Gunnery Sergeant

To hold the position of Unit Gunnery Sergeant, a **Young Marine must be a YM/GySgt** in good standing in the unit. **This position IS required for YM/MSgt promotion.** In a unit there is only one billet of Unit Gunny. While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit towards their YM/MSgt promotion.

1. Duties and Responsibilities of a Unit Young Marine Gunny are:

- a. Retention – In this role, they are responsible for trying to keep Young Marines in the program. If they suspect a Young Marine may be thinking of leaving the unit, they should set time aside to sit with them and find out what it is that is driving their decision. It may be something legitimate like work or sports, but it could also be a problem with someone else in the unit that can be fixed and retain that Young Marine.

- b. Promotion Boards – Unit Gunny may sit on promotion boards. When a Young Marine has been selected for promotion, a promotion board will be scheduled. As the Unit Gunny, they will assist the Unit Executive Officer with any needs that they may have in conjunction with this process.
- c. Promotions – When promotions are in order, it is the responsibility of the Unit Gunny to arrange the promotion, call those being promoted forward, read the promotion warrants, and post the recipients after the promotions take place.

#### PROMOTION REQUIRMENTS FOR UNIT GUNNY:

- The acting Unit Gunny will create a retention initiative at the beginning of their term to be implemented during their time. At the end, they will go over this initiative with the Unit Commander to assess its effectiveness.
- The Unit Gunny will assist and organize, in conjunction with the Unit XO, all promotion boards as they arise.
- The Unit Gunny will organize and conduct, in conjunction with the Unit UC and Adjutant Officer, all promotion ceremonies as they arise.
- At the end of their term they will compile all notes, initiatives, and suggestions pertinent to their successors term.

#### Unit Young Marine First Sergeant

To hold the position of Unit First Sergeant, a **Young Marine must be a YM/MSgt** in good standing in the unit. **This position IS required for YM/MGySgt promotion.** While holding this billet, the Young Marine must complete and carry out the following tasks, in their term, to receive credit towards their YM/MGySgt promotion.

#### 1. Duties and Responsibilities of the Unit Young Marine First Sergeant are:

- a. The Young Marine will work closely with the Unit Commander to ensure the smooth operation of the unit.
- b. The Young Marine will assist the Unit Commander with all inspections.
- c. As a Unit First Sergeant, one should always look out for their troops wellbeing and never allow them to be put in danger. When in the field with other units, the Unit First Sergeant is the liaison with the other Unit First Sergeant and irons out such details as chow, training sites, ORMs, etc.
- d. Awards and Certificates – As it is the job of the Unit Gunny to handle promotions, it is the Unit First Sergeants job to handle any awards or certificates being given to their Young Marines. The Unit First Sergeant will assist the Unit Gunny with promotion ceremonies.

2. While performing the duties above as the Unit First Sergeant, they are authorized to wear the Young Marines First Sergeant insignia. Upon completion of this term, they would revert to wearing the Young Marine Master Sergeant insignia. The next Young Marine in line would then be given the opportunity to be the Unit Young Marine First Sergeant.

Note: There is only a Unit First Sergeant. The billet of Sergeant Major does not exist on the unit level. Young Marines on the unit level are prohibited from wearing YM/SgtMaj insignia (unless billeted in the position on the battalion, regimental, or division (DYMOY) level). If they are at a national event, they will wear their **actual rank insignia** and not their billet insignia. This excludes Divisional and National Young Marines of the Year, who keep their billeted rank until their discharge or retirement. Do not wear billet insignia to an event held by a command level higher than your billet.

#### PROMOTION REQUIRMENTS FOR UNIT FIRST SERGEANT:

- Young Marine will assist Unit Gunny with promotion ceremonies, in conjunction with the Unit XO.

- Unit Commander must sit down with Young Marine, prior to the end of their term, and go over an AAR of what can be done in the future with the billet to better assist the unit.

#### Unit Young Marine DDR Chief

To hold the position of Unit DDR Chief, a **Young Marine must be a YM/Sgt – YM/GySgt** in good standing in the unit. **This position may be required for YM/MSgt promotion.** While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit towards their YM/MSgt promotion.

##### 1. Duties and Responsibilities of a Unit Young Marine DDR Chief are:

- a. The DDR Chief is responsible to the Training Chief and coordinates all unit drug demand reduction training alongside the units authorized adult representative. Their job is to ensure all quarterly DDR requirements are met in a fun and interactive way. They are responsible for inviting the appropriate guest speaker and implementing the training in the training schedule.
- b. To receive credit for the billet, Young Marines must plan a Drug Demand Deduction training for one quarter. The training should be interactive, informative, and outside of the box.

#### PROMOTION REQUIRMENTS FOR DDR CHIEF:

Note: If a YM/Sgt or YM/SSgt holds this billet, and preforms all tasks to receive credit, they do not need to hold it again as a YM/GySgt for promotion credit. The billet (or one compatible listed in the YM/MSgt requirements) only needs to be successfully held once.

- Prior to term completion, the DDR Chief will sit down and go over their job and work with the Training Chief. Training Chief must sign off that the Young Marine completed their job description fully for credit towards promotion.

#### Unit Young Marine Administrative (Admin) Chief

To hold the position of Admin Chief, a **Young Marine must be a YM/SSgt and above** in good standing in the unit. **This position is not required for the promotion**, but rather another opportunity for leadership. While performing the duties of the Admin Chief, they cannot make entries into Young Marine record books, as they are not permitted access to any personal information on other Young Marines. The Unit Adjutant is responsible for this; however, they may assist the adjutant with other duties that do not require access to the Young Marine record books. While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit.

##### 1. Duties and Responsibilities of a Unit Young Marine Admin Chief are:

- a. These duties are determined by the Unit Commander and the unit adjutant jointly.

#### Unit Young Marine Public Relations Representative

To hold the position of Young Marine (YM) Public Relations Rep., a **Young Marine must be a YM/Sgt** or above in good standing in the unit. **This position is not required for the promotion**, but rather another opportunity for leadership. While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit.

##### 1. Duties and Responsibilities of a Unit Young Marine Public Relations Rep. are:

- a. The YM Public Relations Rep. is responsible to the Training Chief and works alongside the units authorized adult representative. They are responsible for getting media coverage of the unit and its events via social media, press releases, by conducting interviews, and the Young Marine Esprit.
- b. To receive credit for the billet, the Young Marine must run the unit's social media sites and website for two quarters or more, write two Esprit articles, and submit four video interviews.

#### Unit Young Marine Community Service Representative



To hold the position of Community Service Rep., a **Young Marine must be a YM/Sgt-YM/GySgt** in good standing in the unit. **This position may be required for YM/MSgt promotion.** While holding this billet, the Young Marine must complete and carry out the following tasks to receive credit towards their YM/MSgt promotion.

1. Duties and Responsibilities of a Unit Young Marine Community Service Rep. are:

- a. The Community Service Representative is responsible to the Training Chief and coordinates all unit community service events alongside the units authorized adult representative.
- b. To receive credit for the billet, the billet holder must coordinate a minimum of one community service event where the unit accumulates at least 30 hours of community service as a whole. For example: If they have a unit of thirty Young Marines and plan an event that last one hour, they have completed the assignment successfully. The Young Marine must create a letter of instruction, schedule, and coordinate logistics for the event. The Training Chief should provide, and delegate support as needed.

#### PROMOTION REQUIREMENTS FOR COMMUNITY SERVICE REP.:

Note: If a YM/Sgt or YM/SSgt holds this billet, and preforms all tasks to receive credit, they do not need to hold it again as a YM/GySgt for promotion credit. The billet (or one compatible listed in the YM/MSgt requirements) only needs to be successfully held once. Young Marine must hold this billet for a three-month term to receive credit.

- Young Marine must organize, at least, one community service event(s) where the unit accumulates 30 service hours as a whole.
- Prior to term completion, the Community Service Rep. will sit down and go over their job and work with the Training Officer. Training Officer must sign off that the Young Marine completed their job description fully for credit towards promotion. At this time Young Marine may submit any service initiatives they did not get to execute for the next rep.

#### Unit Young Marine Assistant Training Chief

To hold the position of Assistant Training Chief, a **Young Marine must be a YM/Gygt – YM/MSgt** in good standing in the unit. **This position is not required for promotion**, but rather another opportunity for leadership. The Assistant Training Chief is responsible to the Training Chief and assist them with all their duties. While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit.

1. Duties and Responsibilities of the Unit Young Marine Assistant Training Chief are:

- a. assist with setting up, operating, and attesting to all physical fitness tests
- b. assisting with training schedules
- c. assisting with unit annual, quarterly, and monthly training plans
- d. assisting with setting up annual, quarterly, and monthly specialized and refresher training for adults and senior Young Marines
- e. acting as Training Chief in their absence

Note: If a YM/GySgt holds this billet, and preforms all tasks to receive credit, they do not need to hold it again as a YM/MSgt for promotion credit. The billet only needs to be successfully held once.

#### Unit Young Marine Training Chief

To hold the position of Training Chief, a **Young Marine must be a YM/MSgt** in good standing in the unit. **The position IS required for promotion to YM/MGySgt. The Young Marine MUST have held the Assistant Training Chief position before holding Training Chief.** The Training Chief is responsible to the adult Unit Executive Officer and work directly with the Training Officer. One may perform all or some of the duties of the Unit Executive Officer. This position is to be the unit's expert on all training and create the

training environment where Young Marines learn. Specific duties will be approved by the Unit Commander. While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit towards their YM/MGySgt promotion.

1. Duties and Responsibilities of a Unit Young Marine Training Chief are:

- a. setting up, operating, and attesting to all physical fitness tests
- b. creating training schedules
- c. creating unit annual, quarterly, and monthly training plans
- d. setting up annual, quarterly, and monthly specialized and refresher training for adults and senior Young Marines

PROMOTION REQUIRMENTS FOR TRAINING CHIEF:

- To receive credit for Training Chief, the Young Marine must manage the training of the unit for two quarters. They will make, plan, implement, and delegate all unit training with appropriate training materials.
- The Training Chief and the Training Officer will sit down at the end of the term to go over how to improve the planning and curriculum for future training plans.

Unit Young Marine Executive Officer Assistant (XO Asst.)

To hold the position of Executive Officer Assistant, a **Young Marine must be a YM/MSgt** in good standing in the unit. While holding this billet, the Young Marine must complete and carry out the following tasks to receive credit.

1. Duties and Responsibilities of a Unit Young Marine Executive Officer Assistant are:

- a. As the Executive Officer Assistant, you are responsible to the Unit Executive Officer. You may perform all or some of the duties of the Unit Executive Officer. Specific duties will be approved by the Unit Commander. Some of these duties may include but are not limited to:
  - 1) sitting on promotions boards for the unit as needed
  - 2) over sees Training Chief on setting up, operating, and attesting to all physical fitness tests
  - 3) filling in as the Unit First Sergeant as needed

Unit Young Marine Color Sergeant

To hold the position of Color Sergeant, a **Young Marine must be a YM/PFC** and above in good standing in the unit. **This position is not required for promotion**, but rather another opportunity for leadership. The Color Sergeant should be the senior member of the Color Guard. As the Color Sergeant, the Young Marine is responsible for carrying the National Colors and the overall success of the color guard.

1. Duties and Responsibilities of a Unit Young Marine Color Sergeant are:

- a. the continual training and preparedness of the color guard
- b. ensuring all members of the color guard are notified of events with times, locations, directions, etc.
- c. ensuring members of the Color Guard are appropriately dressed and well-groomed according to the Young Marines Uniform Regulations
- d. commanding the Color Guard during events

Unit Young Marine Color Guard Member

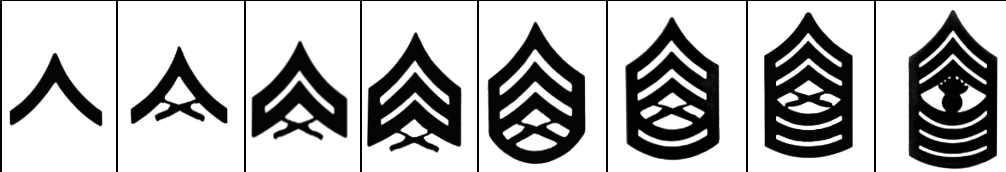
To hold the position of Rifleman, a **Young Marine must be a YM/PFC** and above in good standing in the unit. **This position is not required for promotion**, but rather another opportunity for leadership. A Color Guard Member is either one of two riflemen or the unit colors on a color guard. The Young Marine Unit Colors is

positioned to the left of the National colors and will dip when rendering honors. The riflemen flank each side of the flag bearers, signifying the protection of our National Colors.

1. Duties and Responsibilities of a Unit Young Marine Color Guard Member are:

- a. ensuring uniform and appearance are in line with the Young Marines Uniform Regulations
- b. ensuring continual training and preparedness for the position
- c. being available to perform this duty when required

Enclosure 5



Billet Assignment	YM/Rct	YM/Pvt	YM/Pfc	YM/LCpl	YM/Cpl	YM/Sgt	YM/SSgt	YM/GySgt	YM/MSgt	YM/MGySgt
Color Guard Member - Battalion										
Color Guard Member- Regiment										
Color Guard Member- Division										
Color Sergeant- Battalion										
Color Sergeant- Regiment										
Color Sergeant- Division										
Young Marine First Sergeant										
Young Marine Sergeant Major										
Young Marine DDR Chief- Battalion										
Young Marine DDR Chief- Regiment										
Young Marine Public Relations Representative- Battalion										
Young Marine Public Relations Representative- Regiment										
Young Marine Community Service Representative- Battalion										
Young Marine Community Service Representative- Regiment										
Young Marine Community Service Representative- Division										

## Higher Headquarters Young Marine Billets

### Battalion – Regiment Young Marine Sergeant Major

To hold the position of Young Marine Sergeant Major, a **Young Marine must be a YM/MGySgt** in good standing. **This position is not required for promotion.** While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit.

1. Duties and Responsibilities of the Young Marine Sergeant Major are:
  - a. The Young Marine is responsible to their respective Commander and assists with mentoring all subordinate Young Marine Sergeant Majors.
  - b. The Young Marine schedules meetings for all the Young Marine staff at that level and runs the meetings with the assistance of the Young Marine First Sergeant.
  - c. Monitor all events occurring at that level and ensure the subordinate Young Marines are thoroughly informed.
  - d. Manage the Young Marine Staff at that level and ensure they are properly carrying out their duties to receive credit for their positions.
  - e. Monitor the rotation of the Young Marine staff positions and mentors them to ensure they maximize the learning experience.
  - f. Initiate recommendations to the respective Commander for matters pertaining to the subordinate Young Marines.

While performing the duties above as the Young Marine Sergeant Major, they are authorized to wear the Young Marines Sergeant Major insignia. Upon completion of this term, they would revert to wearing the Young Marine Master Gunnery Sergeant insignia. The next Young Marine in line would then be given the opportunity to be the Young Marine Sergeant Major.

### 2. REQUIRMENTS FOR COMPLETION – YOUNG MARINE SERGEANT MAJOR:

- Young Marine coordinates all Young Marine staff meetings, in conjunction with the respective Commander.
- The Young Marine Sergeant Major must sit down with their respective Commander, prior to the end of their term, and go over an AAR of what can be done in the future with the billet to better assist the battalion, regiment, or division.
- The Young Marine must also brief their replacement on all ongoing matters or events.

**Note:** The billet of Sergeant Major does not exist on the unit level. Young Marines on the unit level are prohibited from wearing YM/SgtMaj insignia (unless billeted in the position on the battalion, regimental, or division (DYMOY) level). If they are at a national event, they will wear their **actual rank insignia** and not their billet insignia. This excludes Division and National Young Marines of the Year, who keep their billeted rank until their discharge or retirement. Do not wear billet insignia to an event held by a command level higher than your billet.

The Division Young Marine Sergeant Major is the Division Young Marine of the Year (DYMOY) only. They carry out their duties as the DYMOY until the next years selections are made. In the case that the DYMOY

retires or leaves the program early, the runner up from the DYMOY selection board will take their place. This is to be designated by the Division Commander only.

**Clause:** For levels that do not have Young Marines who are eligible to hold this position, the Commander has the discretion to fill the position by other means. A Young Marine Master Sergeant, who is an Advanced Leadership School (ALS) graduate, may hold the position for the time being. They will hold the billet and complete the requirements but will not receive credit until their YM/MGySgt promotion. Once they are promoted and receive credit, they do not have to hold the position again. This Young Marine is permitted to wear the Young Marines Sergeant Major insignia while holding this position.

When there are no Young Marines available of that rank, the Commander has the discretion to fill the position with the most senior Young Marine, by rank and age. If this Young Marine is a YM/MSgt and SLS graduate and below, they will not receive credit for the billet. They will only be allowed the leadership opportunity until an eligible Young Marine is available. This will mitigate any gaps in the Young Marine chain of command. The Young Marine will NOT be titled as the Young Marine Sergeant Major, as they are not permitted to wear the rank. They will be titled as the rank that they currently hold. (i.e. If a Battalion has a YM/GySgt as their senior Young Marine, they will be titled the Battalion Young Marine GySgt.)

#### Battalion – Division Young Marine First Sergeant

To hold the position of Young Marine First Sergeant, a **Young Marine must be a YM/MSgt** in good standing. **This position is not required for promotion.** While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit.

#### 1. Duties and Responsibilities of the Young Marine First Sergeant are:

- a. The Young Marine is responsible to the Young Marine Sergeant Major and assists with mentoring all subordinate Young Marine First Sergeants.
- b. The Young Marine assists the Young Marine Sergeant Major with all Young Marine staff meetings.
- c. As a Young Marine First Sergeant, one should always look out for their troop's wellbeing and never allow them to be put in danger. When in the field with other units, the Young Marine First Sergeant is the liaison with the other Young Marine First Sergeants.
- d. Assist subordinate Young Marine First Sergeants with creating retention and recruitment plans with goals to reach.

While performing the duties above as the Young Marine First Sergeant, they are authorized to wear the Young Marines First Sergeant insignia. Upon completion of this term (three - six months), they would revert to wearing the Young Marine Master Sergeant insignia. The next Young Marine in line would then be given the opportunity to be the Young Marine First Sergeant.

#### 2. REQUIREMENTS FOR COMPLETION – YOUNG MARINE FIRST SERGEANT:

- a. Young Marine assists Young Marine Sergeant Major with all Young Marine Staff meetings, in conjunction with the respective Commander.
- b. The Young Marine and the Young Marine Sergeant Major must sit down with their respective Commander, prior to the end of their term, and go over an AAR of what can be done in the future with the billet to better assist the battalion, regiment, or division.

**Clause:** For levels that do not have Young Marines who are eligible to hold this position, the Commander has the discretion to fill the position by other means. A Young Marine Gunnery Sergeant, who is an Advanced Leadership School (ALS) graduate, may hold the position for the time being. They will hold the billet and complete the requirements but will not receive credit until their YM/MSgt promotion. Once they are promoted

and receive credit, they do not have to hold the position again. This Young Marine is permitted to wear the Young Marines First Sergeant insignia while holding this position.

When there are no Young Marines available of that rank, the Commander has the discretion to fill the position with the most senior Young Marine, by rank and age. If this Young Marine is a YM/GySgt and SLS graduate and below, they will not receive credit for the billet. They will only be allowed the leadership opportunity until an eligible Young Marine is available. This will mitigate any gaps in the Young Marine chain of command. The Young Marine will NOT be titled as the Young Marine First Sergeant, as they are not permitted to wear the rank. They will be titled as the rank that they currently hold. (i.e. If a Battalion has a YM/GySgt as their senior Young Marine, they will be titled the Battalion Young Marine GySgt.)

#### Battalion – Regiment Young Marine DDR Chief

To hold the position of DDR Chief, a **Young Marine must be Project Alert Certified** and in good standing. **This position is not required for promotion.** While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit. **The minimum rank requirements for this position are: Battalion – YM/Sgt to YM/SSgt and Regiment – YM/SSgt to YM/GySgt.**

1. Duties and Responsibilities of the Young Marine DDR Chief are:
  - c. The DDR Chief is responsible to the Young Marine Sergeant Major and coordinates all training plans with an authorized adult representative.
  - d. Hold meetings, physical or virtual, with subordinate DDR Chiefs to ensure all quarterly DDR requirements are met in a fun and interactive way.
  - e. Monitor any Drug Demand Reduction related events in the community and pass down all information to the subordinate DDR Chiefs for outreach opportunities (i.e. Drug Take Back Day, National Night Out, D.A.R.E. Events, etc.).
  - f. To receive credit for the billet, the Young Marine must plan a Drug Demand Deduction event, that involves all the units within their level. The training should be interactive, informative, and outside of the box. In the case that all units are not able to meet in one location, the training can be held in multiple locations on varying dates. The DDR Chief is responsible for ensuring all units receive the same training.

#### 2. REQUIRMENTS FOR COMPLETION – DDR CHIEF:

- The Young Marine must complete an AAR from the training event and report it to the Young Marine Sergeant Major and the Training Officer at their level.
- The Young Marine and the Young Marine Sergeant Major must sit down with their respective Commander, prior to the end of their term, and go over an AAR of what can be done in the future with the billet to better assist the battalion, regiment, or division.

#### Battalion – Regiment Young Marine Public Relations Representative

To hold the position of Young Marine (YM) Public Relations Rep., a **Young Marine must be a YM/Sgt** or above in good standing. **This position is not required for the promotion.** While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit.

1. Duties and Responsibilities of the Young Marine Public Relations Rep. are:
  - a. The YM Public Relations Rep. is responsible to the Young Marine Sergeant Major and works alongside an authorized adult representative. They are responsible for getting media coverage of their respective level and its events via social media, press releases, by conducting interviews, and the Young Marine Esprit. They will attend any events that occur at that level and document them via photos and videos.

- b. Utilize the Public Affairs Manual and other resources located in the Public Relations folder in the National Library as a reference for all media related postings.
- c. To receive credit for the billet, the Young Marine must contribute to the social media sites and website during their term, write two Esprit articles, and submit four video interviews.

## 2. REQUIRMENTS FOR COMPLETION – PUBLIC RELATIONS REPRESENTATIVE:

- a. The Young Marine and the Young Marine Sergeant Major must sit down with their respective Commander, prior to the end of their term, and go over an AAR of what can be done in the future with the billet to better assist the battalion, regiment, or division.

**Note:** The Division Young Marine Correspondents are the Young Marines who have been selected to attend the Public Affairs Course each year held at Headquarters Young Marines. They are responsible for getting coverage for the events that happen within the division and where else they may be requested to attend. They attend one SPACES event assigned after completion of the course and are required to cover the event via photos and videos. They post on the designated social media page during the event and then submit all documentation to HQ for the archive and potential future use.

### Battalion – Division Young Marine Community Service Representative

To hold the position of Community Service Rep., a **Young Marine must be** in good standing. **This position is not required for promotion.** While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit. **The minimum rank requirements for this position are: Battalion – YM/Sgt, Regiment – YM/SSgt, and Division – YM/GySgt.**

#### 1. Duties and Responsibilities of the Young Marine Community Service Rep. are:

- a. The Community Service Representative is responsible to the Young Marine Sergeant Major and coordinates their community service event plans with an authorized adult representative.
- b. The Young Marine must monitor local community service events for units in their area and pass down all information for potential opportunities.
- c. To receive credit for the billet, the Young Marine must coordinate a minimum of **one** community service event worth at least 30 hours of community service for each unit as a whole. For example: If a unit of thirty Young Marines participates in an event that lasts one hour, they have completed the assignment successfully. The Young Marine must create a Letter of Instruction (LOI), schedule, and coordinate logistics for the event. The subordinate Community Service Representatives should provide, and delegate support as needed.

#### 2. REQUIRMENTS FOR COMPLETION – COMMUNITY SERVICE REPRESENTATIVE:

- The Young Marine must organize, at least, one community service event(s) where each unit accumulates 30 service hours as a whole.
- The Young Marine and the Young Marine Sergeant Major must sit down with their respective Commander, prior to the end of their term, and go over an AAR of what can be done in the future with the billet to better assist the battalion, regiment, or division.

### Young Marine Color Sergeant

To hold the position of Color Sergeant, a **Young Marine must be** in good standing. **This position is not required for promotion.** The Color Sergeant should be the senior member of the Color Guard. As the Color Sergeant, the Young Marine is responsible for carrying the National Colors and the overall success of the color guard. **The minimum rank requirements for this position are: Battalion – YM/Cpl, Regiment – YM/Sgt to YM/SSgt, and Division – YM/GySgt.**



1. Duties and Responsibilities of the Young Marine Color Sergeant are:

- a. the continual training and preparedness of the color guard
- b. ensuring all members of the colorguard are notified of events with times, locations, directions, etc.
- c. ensuring members of the Color Guard are appropriately dressed and well-groomed according to the Young Marines Uniform Regulations
- d. commanding the Color Guard during events

Young Marine Color Guard Member

To hold the position of Color Guard Member, a **Young Marine must be** in good standing. **This position is not required for promotion.** A Color Guard Member is either one of two riflemen or the unit colors on a color guard. The Young Marine Unit Colors is positioned to the left of the National colors and will dip when rendering honors. The riflemen flank each side of the flag bearers, signifying the protection of our National Colors. **The minimum rank requirements for this position are: Battalion – YM/Cpl, Regiment – YM/Sgt to YM/SSgt, and Division – YM/GySgt.**

1. Duties and Responsibilities of a Young Marine Color Guard Member are:

- a. ensuring uniform and appearance are in line with the Young Marines Uniform Regulations
- b. ensuring continual training and preparedness for the position
- c. being available to perform this duty when required

Event – Young Marine Administrative (Admin) Chief

To hold the position of Admin Chief, a **Young Marine must be a YM/SSgt** or above in good standing. **This position is not required for promotion.** While performing the duties of the Admin Chief, they cannot make entries into Young Marine record books, as they are not permitted access to any personal information on other Young Marines. The Adjutant is responsible for this; however, they may assist the adjutant with other duties that do not require access to the Young Marine record books. While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit.

1. Duties and Responsibilities of the Young Marine Admin Chief are:

- a. The Admin Chief is responsible to the Young Marine Sergeant Major of the event. They act as a scribe and keep track of attendance for all meetings held.
- b. The Young Marine is responsible for creating all rosters and schedules alongside the event Training Chief and the event First Sergeant.
- c. The Admin Chief collects and keeps track of all paperwork before, during, and after the event. They are also responsible for collecting and compiling all AAR's from the respective staff for the event.

Event – Young Marine Assistant Training Chief

To hold the position of Assistant Training Chief, a **Young Marine must be a YM/GySgt – YM/MSgt** in good standing. **This position is not required for promotion.** The Assistant Training Chief is responsible to the Training Chief and assists them with all their duties. While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit.

1. Duties and Responsibilities of the Young Marine Assistant Training Chief are:

- a. The Assistant Training Chief is responsible to the Training Chief for the event and assists them in all their duties and responsibilities. They will act as the Training Chief in their absence.
- b. The Young Marine assists with setting up, operating, and attesting to all training during the event.
- c. The Young Marine assists the Admin Chief and Training Chief in creating all schedules for the event and in recruiting other senior Young Marines to carry out training.

### Event – Young Marine Training Chief

To hold the position of Training Chief, a **Young Marine must be a YM/MSgt** in good standing. **The position is not required for promotion. The Young Marine MUST have held the Assistant Training Chief position at the unit level before holding Training Chief.** The Training Chief is responsible to the Young Marine Sergeant Major and a designated adult representative. This position is to be the expert on all training and create the training environment where Young Marines learn. Other specific duties can be approved by the Young Marine Sergeant Major. While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit.

#### 1. Duties and Responsibilities of the Young Marine Training Chief are:

- e. The Training Chief is responsible to the event Young Marine Sergeant Major reports to them all training plans for the event.
- f. The Young Marine sets up, operates, and attests to all training during the event.
- g. The Young Marine enlists the assistance of the Admin Chief and the Assistant Training Chief to create all training schedules for the event.

### Event – Young Marine First Sergeant

To hold the position of Young Marine First Sergeant, a **Young Marine must be a YM/MSgt** in good standing. **This position is not required for promotion.** While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit.

#### 1. Duties and Responsibilities of the Young Marine First Sergeant are:

- a. The Young Marine is responsible to the Young Marine Sergeant Major and assists with mentoring all subordinate Young Marines at the event.
- b. The Young Marine assists the Young Marine Sergeant Major with all Young Marine staff meetings for the event.
- c. The Young Marine works closely with the Training Chief and the Admin Chief to ensure all logistical items are on track in preparation for the event.
- d. The Young Marine First Sergeant is responsible for conducting all formations for every activity during the event.
- e. The Young Marine works with the Admin Chief and the Young Marine Sergeant Major in compiling all submitted AAR's for the event.

While performing the duties above as the Young Marine First Sergeant, they are authorized to wear the Young Marines First Sergeant insignia. Upon completion of the event, they would revert to wearing the Young Marine Master Sergeant insignia.

#### 2. REQUIRMENTS FOR COMPLETION – EVENT YOUNG MARINE FIRST SERGEANT:

- a. The YM/MSgt holds this billet for all preparation and for the duration of the event.
- b. The Young Marine assists the Young Marine Sergeant Major with all Young Marine Staff meetings, in conjunction with the respective adult in charge.
- c. The Young Marine and the Young Marine Sergeant Major must sit down with the adult in charge, at the completion of the event, and go over a finalized AAR for the event of what can be done in the future to better such events.

**Clause:** For levels that do not have Young Marines who are eligible to hold this position, the Commander has the discretion to fill the position by other means. A Young Marine Gunnery Sergeant, who is an Advanced Leadership School (ALS) graduate, may hold the position for the time being. They will hold the billet and

complete the requirements but will not receive credit until their YM/MSgt promotion. Once they are promoted and receive credit, they do not have to hold the position again.

When there are no Young Marines available of that rank, the Commander has the discretion to fill the position with the most senior Young Marine, by rank and age. If this Young Marine is a YM/GySgt and SLS graduate and below, they will not receive credit for the billet. They will only be allowed the leadership opportunity until an eligible Young Marine is available. This will mitigate any gaps in the Young Marine chain of command.

#### Event – Young Marine Sergeant Major

To hold the position of Young Marine Sergeant Major, a **Young Marine must be a YM/MGySgt** in good standing. **This position is not required for promotion.** While holding this billet, the Young Marine must complete and carry out the following tasks, to receive credit.

#### 1. Duties and Responsibilities of the Young Marine Sergeant Major are:

- a. The Young Marine is responsible to the adult in charge and assists with mentoring all subordinate Young Marines at the event.
- b. The Young Marine schedules meetings for all the Young Marine staff for the event and runs the meetings with the assistance of the Young Marine First Sergeant.
- c. Manages the Young Marine Staff for the event and ensures they are properly carrying out their duties to receive credit for their positions.
- d. Oversees all Young Marine staff and sets deadlines to ensure the smooth operation of the event.
- e. The Young Marine works with the Admin Chief and the Young Marine First Sergeant in compiling the final AAR for the event.

While performing the duties above as the Young Marine Sergeant Major, they are authorized to wear the Young Marines Sergeant Major insignia. Upon completion of this event, they would revert to wearing the Young Marine Master Gunnery Sergeant insignia.

#### 2. REQUIREMENTS FOR COMPLETION – EVENT YOUNG MARINE SERGEANT MAJOR:

- a. The YM/MGySgt holds this billet for all preparation and for the duration of the event.
- b. Young Marine coordinates all Young Marine staff meetings, in conjunction with the respective adult in charge.
- c. The Young Marine Sergeant Major must sit down with the adult in charge, at the completion of the event, and go over a finalized AAR for the event of what can be done in the future to better such events.

**Note:** The billet of Sergeant Major does not exist on the unit level. Young Marines on the unit level are prohibited from wearing YM/SgtMaj insignia (unless billeted in the position on the battalion, regimental, or division (DYMOY) level). If they are at a national event, they will wear their **actual rank insignia** and not their billet insignia. This excludes Division and National Young Marines of the Year, who keep their billeted rank until their discharge or retirement. Do not wear billet insignia to an event held by a command level higher than your billet.

**Clause:** For levels that do not have Young Marines who are eligible to hold this position, the Commander has the discretion to fill the position by other means. A Young Marine Master Sergeant, who is an Advanced Leadership School (ALS) graduate, may hold the position for the time being. They will hold the billet and complete the requirements but will not receive credit until their YM/MGySgt promotion. Once they are promoted and receive credit, they do not have to hold the position again.

When there are no Young Marines available of that rank, the Commander has the discretion to fill the position with the most senior Young Marine, by rank and age. If this Young Marine is a YM/MSgt and SLS graduate

and below, they will not receive credit for the billet. They will only be allowed the leadership opportunity until an eligible Young Marine is available. This will mitigate any gaps in the Young Marine chain of command.