Division Breakouts

ALC 2019
Agenda

• Division Key POCs
• Division Organization
• Division Statistics
• Division Goals for 2019
• Risk Management
• Incident / Medical Reporting
• Grievance Procedures
• After Action Reports
• Questions
Division 4 Key POCs

Division Commander - Hugh Rico
Hugh.Rico@youngmarines.com or (312) 259-7273 (cell)

Assistant Division Commander - Elisa Mares
Elisa.Mares@youngmarines.com or (505) 350-7200 (cell)

Division Adjutant - Michael Upchurch
michael.upchurch@youngmarines.com

Division Training Officer - Joseph McDonough
joe.mcdonough@youngmarines.com

Division PayMaster - Jeanne Orozco
jeannie.orozco@ymail.com

Division AMO – Eric Saucedo
sauce82009@yahoo.com
Division 4 Organization

- Regiments: 6
- Battalions: 12
- Units: 45
- Adult Volunteers: 387
- Young Marines: 1112
Division 4 Statistics (as of 14 May 2019)

- ALS Total - 14
- SLS Total - 47
- JLS Total - 157
- Project Alert certified:
  - Young Marines (YM) - 129
  - Adult Volunteers (AV) - 130
- DEA devices earned by Young Marines: 30
- Drug Demand Reduction hours received (14 May 2018 to 14 May 2019):
  - YM Hours – 14,151.20
  - AV Hours – 1,367.15
- General Community Service (14 May 2018 to 14 May 2019):
  - YM Community Service Hours – 39,431.54
  - AV Community Service Hours – 23,722.61
- RAM Familiarization Testing:
  - To date, 75 AV’s have completed the RAM Test
Division 4 Awardees

- Division 4 Young Marine of the Year
  YM SgtMaj Abbigail Waters, Mountain View Young Marines

- Division 4 Adult Volunteer of the Year
  Dina Dillon, Guadalupe Valley Young Marines

- Division 4 Unit of the Year
  Guadalupe Valley Young Marines
Division 4 Goals 2019

- Proper YM Structure
- Encampment
- Project Alert
- DDR Ribbons
- UMC
- Near Zero Notifications in Database
Agenda

• Risk Management
• Incident and Medical Reporting
• Grievance Policies
• After Action Reports
Risk Management
Risk Management

Assessing threats to the health, safety, and welfare of both Young Marines and Adult Volunteers

Be sure to:

- Review 16 Safety Points
- Review Medical Support Policies
- Ensure volunteers are CPR /First Aid Certified
- Consider all threats to child welfare including abuse and neglect
16 Safety Points

- Qualified Supervision
- Physical Fitness
- Buddy System
- Safe Area or Course
- Equipment Selection and Maintenance
- Personal Safety Equipment
- Safety Procedures and Policies
- Skill Level limits
- Weather Check
- Planning
- Communications
- Permits and Notices
- First Aid Resources
- Applicable Laws
- CPR Resource
- Discipline
ORM Worksheet

- Located in Database – Location TBD

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### OPERATIONAL RISK MANAGEMENT WORKSHEET

**Young Marine National Headquarters**

<table>
<thead>
<tr>
<th>Mission Task</th>
<th>DTG Begin</th>
<th>DTG End</th>
<th>Data Prepared</th>
<th>Prepared By</th>
<th>Position</th>
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**Phase of Mission or Task:**

<table>
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<tr>
<th>Step 1: Identify Hazards</th>
<th>Step 2: Assess Hazards (Initial RAC)</th>
<th>Step 3: Develop Controls</th>
<th>Step 4: Residual Risk (Residual RAC)</th>
<th>Step 5: How to Implement</th>
<th>Step 6: Supervise</th>
<th>Step 7: Evaluate</th>
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Version 1
Sample Scenario

• Event: National Senior Leadership School

• Situation: very full school results in a full bay of males without room for an adult to supervise overnight
AMO & Medical Reporting

• Each event must have two AMO’s who are First Aid and CPR certified and who can comply with safety procedures and policies

• Familiarize yourself with medical procedures and reporting such as medication administration forms and policies, injury reporting, and procedures for emergency medical services

• Ensure the event has adequate access to emergency medical services
Abuse and Neglect

• EVERYONE in this organization is a mandatory reporter

• If you suspect or are told about abuse or neglect of any Young Marine, in your immediate care or not, you must be the one to report it to the proper authorities

  • Report MUST be completed before child leaves your care

  • Report to chain of command AND authorities

• Review your state/county requirements for reporting abuse
Brand Risk

Perception is reality
• Be mindful of how your unit is perceived in the community.
• Be aware of and monitor:
  • Social media accounts, both what you post on unit and personal pages
  • Young Marine and adult behavior and appearance at community events
  • Young Marine and adult behavior and appearance outside of the unit
Incident and Medical Reporting
Incident Reporting

• Incident: any occasion that causes mental, physical, or emotional harm to a Young Marine or Adult Staff member during participation in Young Marines activities

• Types of Incidents: accident, illness, injury, altercation, theft or property damage

• Incidents can occur despite all levels of preparedness.

• For any incident, observe proper procedures.
Incident Reporting

• All incidents must be reported using the Incident Reporting Form found in the Database.

• Most incidents require additional forms:

  • For incidents involving two or more Young Marines – Incident Report Statement Form filled out by all Young Marines and Staff involved

  • For incidents involving an accident or injury – Injury Report or Medical Report filled out by AMO

  • After incident has been resolved – Incident Follow Up Report filled out by Adult Staff in charge or responsible
Incident Reporting Forms

- All located in Database Library
- Admin → Incident Report
Medical Reporting

• Similar process as for incidents – proper forms to be filled out by parties involved, Adult Staff, and AMO

• If medical incident requires emergency medical services or physician attention, DO NOT FORGET to also bring a Physician Statement Form to the hospital/doctor’s office for insurance reporting purposes.

• Familiarize yourself also with additional medical forms such as Missed Medications.
Injury Report Form

- Fillable/Printable PDF located in Database Library
Let’s Talk About It

• How would you report this incident? Use the forms provided to discuss.

• A Young Marine reports to medical after the PFT stating that he rolled his ankle during the run. Your AMO checks out his ankle and says that it doesn’t look that swollen but gives him some ibuprofen for pain and wraps the ankle with an ace bandage for support.
• How would you report this incident? Use the forms provided to discuss.

• At the end of the Land Nav course, a female Young Marine approaches an adult staff member to let her know of an altercation that occurred while her group was on the course. Another female in the Young Marine’s group accused her of purpling with a male Young Marine who they are both friends with at the unit. The Young Marine says that the girl threatened to tell everyone that she saw the two of them sneaking around together after school if she didn’t agree to stop talking to the boy in question. The Young Marine assures you that this didn’t happen and is very distraught about potential rumors going around about her.
Grievance Procedure
Grievances

• Grievance are issued for any violations of Young Marine rules, policies, or procedures as listed in By-Laws, Manuals, and all other HQ approved regulations
  • In other words: make sure the complaint is directly tied to one of these violations

• Grievances are NOT for:
  • Issues between staff members
  • Attempting to change or alter rules or regulations as stated above
  • Complaints with Young Marine testing, promotion, etc. when no rules have been violated
Grievance Procedure

- All grievances must first be discussed with immediate chain of command
- Report is filled out only if grievance is not successfully resolved
  - What does the complainant want from the grievance?
  - Attached all pertinent reports, emails, etc... as artifacts
- Grievances require a response within 7 days of submission to the Unit Commander
- If the Unit Commander’s response indicate no rule violations, grievance is considered satisfied
- However: grievance will continue up the chain of command until grievance has been satisfied and all parties in agreeance
  - The original complainant should be kept abreast of progress as the grievance advances
Handling Regimental Grievances

- Communication is Key!
- Maintain a level head and understanding tone of voice
- Ask questions and acknowledge concerns of all parties involved
  - Stick to the facts!
- Work towards a resolution for all parties
- Be responsible enough to recuse yourself if you cannot remain unbiased
- Back your people, but avoid assigning blame (or over-protecting them)
- Report to appropriate parties
  - Even of the grievance is resolved at your level, make sure your CoC is aware of the situation
Higher Level Grievances

- Grievances can go as high as Deputy Directors when not satisfied by Division Commanders.
- Include your Division Commander if:
  - You are unsure of rule/regulation violation.
  - Reporting party is threatening, rude, or otherwise unreasonable.
  - You require a mediator or witness during a meeting.
- Be sure to reach out in a timely manner to fulfill the 7-day grievance period.
- Document all communications from start to finish to Division Commander.
- Remember: How we handle grievances can impact the way outsiders view the Young Marine program.
Grievance Form

- Located in the Database Library – to be submitted to required authority as stated on form
• How would you handle this grievance filed about the Young Marine from the incident scenario?

• The mother of the injured Young Marine has filed a grievance against the AMO stating that they did not properly report/record her son’s injury. She claims that he had to finish the PFT with a sprained ankle and had to be taken to the hospital because his ankle and foot were so swollen when he got home.
Let’s Talk About It

• How would you handle this grievance filed about the Young Marine from the incident scenario?

• The mother of the Young Marine is filing a grievance against the Unit Commander of the unit for failing to prevent and then stop her daughter from being bullied at the unit. Rumors were spread about the Young Marine who is now being targeted and made fun of both in and outside of the unit. The mother claims that several staff members were aware of the incident and were told that the Young Marine was having trouble with others in the unit, but nothing was done to address the issue.
After Action Reports

• To be filled out by at the conclusion of every Young Marine event
  • Formal After Action Reports mandatory for Commanders, authority figures, and key personnel
  • Standard After Action Report (in database library) can be filled out by any event attendees including Adult Staff and Young Marines
• Assists with future event planning and execution
• To be filled out objectively for administrative planning purposes
  • Not the space to air grievances or point fingers
Located in Library under YM Forms and Resources
Questions?