LETTER OF INSTRUCTION 1-19

From: J. Keagan Miller, Training Officer, 5th Division Young Marines
To: Unit Commanders

Via: Carol Arman, Division Commander, 5th Division Young Marines

Subj: LETTER OF INSTRUCTION FOR THE FORGE 2019

Ref: (a) Adult Volunteer Manual
     (b) Training Officers Manual
     (c) Awards Manual

Encl: (1) Schedule of Events
      (2) Rotation Order
      (3) Billet Descriptions
      (4) Event Rules
      (5) Packing List

1. Situation. To aid in retention within the Division, The Forge is geared towards older or more experienced Young Marines and will challenge their knowledge, skills, and attitude in a competition against other units. This event will be held from 19 July 2019 – 21 July 2019.

2. Mission. This letter is to serve as a guide for what is going to occur at the encampment, so units can begin planning and preparation for attendance if their Young Marines are up for the challenge. This event will prove a challenge and should only be attempted by Young Marines who have a firm grasp of the concepts and events being tested throughout this competition.

3. Execution
   a. Commanders Intent and Concept of Operations
      (1) Commander’s Intent.
         (a) Competition will be both difficult and rewarding for all involved while maintaining a high level of safety.
         (b) Units should only choose their strongest Young Marines who possess the knowledge, skills, and attitude necessary to complete this long day of competition.
         (c) Regardless of results, all participants are expected to show good sportsmanship and esprit de corps throughout the weekend.
      (2) Concept of Operations.
         (a) All Young Marine Staff and Adult Volunteers who attend are expected to serve in a role within the event (enclosure 3).
(b) Teams will consist of four Young Marines from the same Unit with one being designated as the Team Leader.

(c) Teams consisting of all male or all female Young Marines must have exactly one Adult Volunteer of the same gender. Teams consisting of a mix of both male and female Young Marines must have exactly two Adult Volunteers, one male and one female.

(d) Event rules should be read and understood by all Young Marines well in advance of the event and training should be conducted to ensure the unit is well prepared (enclosure 4).

(e) Young Marines and Adult Volunteers should all pay attention to the schedule (enclosure 1) and ensure they are at the correct locations at the correct times. Pay special attention to the Rotation Order (enclosure 2) as this portion of the schedule varies based on the Stick the team is assigned to.

b. Coordinating Instructions.

(1) Young Marines. Teams of 4 YMs from the same unit will be competing against each other in 13 events across one day testing their mettle and skills gained throughout their time within the Young Marines program. The events are the 1 Rope Bridge, 8 Knot Challenge, Color Guard, DDR Written Test, Fire Building, Force March, Iron Intro, Knockout Drill, Land Navigation, Physical Fitness Test, Public Speaking, Swim Relay, and a Mystery Event with a 14th tie breaker event if required. For explanations of rules see enclosure 4 and for the schedule see enclosures 1 and 2.

(2) Young Marines Staff. These positions are outlined in enclosure 3 and include Encampment Sergeant Major, Encampment First Sergeant, and Encampment Training Chief. Any Young Marine holding one of these roles cannot compete in the competition for their respective unit.

(3) Adult Volunteers. Each unit participating will send the appropriate number of Adult Volunteers to aid in the challenge. They will be assigned one of the billets as described in enclosure 3. An online form will be completed by each Adult Volunteer to rank the billets most appropriate based on their ability and knowledge. As Adult Volunteers, be sure to set an example for our youth by showing good sportsmanship throughout the competition as we expect from them. In the event of too many Adult Leaders, those not assigned a billet will be asked to stay at the Headquarters Building throughout the challenge and serve in auxiliary roles. Must also ensure that Young Marines from their unit have all of the proper gear and equipment as found in enclosure 5.

4. Administration and Logistics

a. Registration.

(1) This is performed on the Young Marine Database (YMDBS) via the Event Registration Section. This is found under the Main Menu > Event Registration > Div/Reg Encampments > The Forge.

(2) Units should apply with the four Young Marines and the one or two Adult Volunteer(s) they would like to participate. Extra entries will be cancelled based on the order in which they applied.
(3) Changes to the roster are possible in the case of a Young Marine becoming sick, injured, or leaving the program. Contact the Division Training Officer to inform of the change prior to editing in the Database.

(4) Units are set to Pending once a full team can be identified within the Event Registration page of the database.

(5) Units will be set to Confirmed once all Administrative Forms and Payment has been received by the Division Staff.

(6) Payments will either be paid online via PayPal or via unit check made payable to 5th Division Young Marines and mailed to 5th Division Young Marines, 2596 Lefevre Road, Troy, OH 45373. The PayPal link will be emailed out once the unit is set to Pending in the database.

(7) Forms will be mailed to 2596 Lefevre Road, Troy, OH 45373 or emailed to keagan.miller@miamivalleyyoungmarines.com.

(8) Failure to have paperwork or payments turned in within 14 days of the unit being set to pending will cause the registration to be cancelled and the unit will have to reapply if they still want to participate.

b. Registration Periods.

(1) 1 March 2019 at 1200. This is open to only Young Marine units within Division 5 on a first come first served basis based on when they are set to Confirmed.

(2) 1 June 2019 at 1200. If the 24-team limit has not been reached, units will be authorized to submit a second team to compete.

c. Administration Forms.

(1) Standard Activity Form for each Young Marine and Adult Volunteer.

(2) Billet Preference Form for Adult Volunteers.

d. Cost. The cost for the event will be $40 per person.

e. Eligibility.

(1) Minimum Age. 13 years or older at the start of the encampment.

(2) Minimum Rank. YM/Private First Class.

(3) Award Requirements. Physical Fitness (2nd Class) and Swimming (2nd Class). These awards will be reviewed prior to setting the Unit to pending in the database.

(4) Overnighters. Must have completed two or more overnight activities without incident.

(5) Waivers. Waivers for any criteria must be requested and granted by the Division Commander prior to application. Please note these criteria are in place for the safety of the Young Marines so these will be awarded sparingly.

f. Check in. Units should arrive at Camp Tuhsmeheta, 10500 Lincoln Lake Road Northeast, Greenville, MI 48838 between 1700 and 2000 on Friday,
19 July to review paperwork, receive meals, and start setting up their tents.

g. **Check out.** Units should not leave the camp until after the awards ceremony which will be completed at 1200 on Sunday, 21 July 2019. No unit will be authorized to leave the premises until their campsite has been inspected and approved by the Assistant Division Commander.

h. **Lodging.** Units will provide their own tents, sleeping bags, pillows, cots, etc. No items except bedding items should be left in the shelters during the Saturday competitions. All gear items will be stowed in their packs that they are carrying throughout the day.

i. **Medical.**

   (1) There will be three Adult Volunteers designated as the Medical Officers throughout the weekend. They will handle any large injuries that occur, ensure medical paperwork has been completed, and have final say on if a Young Marine goes to the hospital.

   (2) Medication will be handled by Unit Adult Volunteers in the morning and evenings and by Stick Leaders (see enclosure 3) during the Saturday competitions.

   (3) Any minor injury should be reported to the nearest Adult Volunteer for immediate aid and determination on if a Medical Officer should be dispatched to the area.

   (4) Accommodations will be made on a case by case basis for remaining members of a team in which a Young Marine cannot compete in one or more events due to injury. These will be determined by the Division Staff as needed.

j. **Awards.** All Young Marines that participate will earn the Young Marine Encampment Ribbon (with gold palm) as well as the Drill Competition Ribbon (with gold palm). Non-Young Marine Awards can also be earned:

   (a) **Hammer Trophy.** Large hammer to the top overall team, and smaller individual hammers to the Young Marines of the team.

   (b) **Dog Tags.** Awarded to the top team in each individual competition.

   (c) **Participation Trophy.** Not applicable.

k. **Scoring.**

   (1) Teams only receive points if they place in the top seven for an event.

   (2) Points are awarded as follow:

   (a) First Place - 7 points

   (b) Second Place - 6 points

   (c) Third Place - 5 points

   (d) Fourth Place - 4 points

   (e) Fifth Place - 3 points
(f) Sixth Place - 2 points
(g) Seventh Place - 1 point
(h) Eighth – Twenty-Fourth Place - 0 Points

Points for all events are then tallied together to determine the final placing of all units. In the event of a tie, a fourteenth event, Tug-o-war, will be conducted against the tying units to serve as the tie breaker.

1. Travel.

(1) All expenses and coordination of travel is the responsibility of the units.

(2) If traveling by plane, it is the unit’s responsibility to ensure the Division Staff is aware of intentions prior to booking flights to ensure accommodations can be made for pick up and drop off at the airport. The nearest airport is Gerald R. Ford International (GRR) in Grand Rapids, Michigan.

(3) Units participating must be able to arrive within the check in period and cannot leave prior to the final formation on Sunday. If these times cannot be met, a different Adult Leader should be selected, or the unit should not apply.

(4) Check-in time for the event is between 1700 and 2000 on Friday, 19 July 2019.

(5) Final Formation will be completed by 1200 on Sunday, 21 July 2019.

m. Meals.

(1) A light late dinner on Friday evening, so please feed Young Marines prior to arrival.

(2) The competition day on Saturday will consist of two Meals Ready to Eat (MREs) only. No pogeybait is authorized during this day to maintain the spirit of the event. Young Marines can eat their MREs anytime throughout Saturday when they have down time.

(3) Sunday morning will consist of a “iron breakfast” to reward the competitors for their hard work. No other meals on Sunday will be provided.

5. Command and Signal

a. Command.

(1) Carol Arman, Division Commander. Adult Volunteers should bring disciplinary issues, competition disputes, and any large-scale issues to the Division Commander.

(2) Chris Freidhof, Assistant Division Commander. Adults Leaders should bring lodging issues, administrative questions, and questions regarding chow to the Assistant Division Commander.
(3) **J. Keagan Miller, Training Officer.** Adult Leaders should bring questions regarding competitions, locations of events, and gear issues to the Training Officer.

(4) **YM/SgtMaj Andrew Hamper, Encampment Sergeant Major.** Team Leaders should bring questions for the Division Commander to the YM/SgtMaj.

(5) **YM/1stSgt Sydney Cardwell, Encampment First Sergeant.** Team Leaders should bring questions for the Assistant Division Commander to the YM/1stSgt.

(6) **YM/GySgt Jordyn Webb, Encampment Training Chief.** Team Leaders should bring questions for the Training Officer to the YM/TrgChief.

b. **Signal.** The primary form of communication throughout the weekend will be via radio which will be issued to key personnel upon arrival. Secondary communication will be via cellular phones.

BY DIRECTION
J. K. MILLER
# The Forge Event Schedule

## Friday

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Duration</th>
<th>Event</th>
<th>POC</th>
<th>YM Uniform</th>
<th>Staff Uniform</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>17:00</td>
<td>20:00</td>
<td>3:00</td>
<td>Check In / Camp Set-Up</td>
<td>YM SgtMaj</td>
<td>PT Gear / Matching Shirt</td>
<td>Khaki Shorts / Unit T-Shirt</td>
<td></td>
</tr>
<tr>
<td>20:00</td>
<td>20:30</td>
<td>0:30</td>
<td>Finish Camp Set Up / Chow</td>
<td>YM SgtMaj</td>
<td>PT Gear / Matching Shirt</td>
<td>Khaki Shorts / Unit T-Shirt</td>
<td></td>
</tr>
<tr>
<td>20:30</td>
<td>21:00</td>
<td>0:30</td>
<td>Event Briefing / Rules</td>
<td>Div CO</td>
<td>PT Gear / Matching Shirt</td>
<td>Khaki Shorts / Unit T-Shirt</td>
<td></td>
</tr>
<tr>
<td>21:00</td>
<td>21:00</td>
<td>0:00</td>
<td>Lights</td>
<td>Unit Adult Volunteers</td>
<td>Sleeping Attire</td>
<td>Sleeping Attire</td>
<td></td>
</tr>
</tbody>
</table>

## Saturday

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Duration</th>
<th>Event</th>
<th>POC</th>
<th>YM Uniform</th>
<th>Staff Uniform</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30</td>
<td>5:30</td>
<td>0:00</td>
<td>Lights</td>
<td>Unit Adult Volunteers</td>
<td>Sleeping Attire</td>
<td>Sleeping Attire</td>
<td></td>
</tr>
<tr>
<td>5:30</td>
<td>5:45</td>
<td>0:15</td>
<td>Prep Time</td>
<td>Stick Leaders</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>5:45</td>
<td>6:00</td>
<td>0:15</td>
<td>Opening Formation</td>
<td>YM SgtMaj</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>6:00</td>
<td>9:00</td>
<td>3:00</td>
<td>Force March / PFT Events</td>
<td>YM TrgChief</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>9:00</td>
<td>9:15</td>
<td>0:15</td>
<td>Movement to Amphitheater</td>
<td>Stick Leaders</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>9:15</td>
<td>10:00</td>
<td>0:45</td>
<td>Iron Intros / Safety Brief</td>
<td>Division Commander</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td>10:15</td>
<td>0:15</td>
<td>Transition</td>
<td>Stick Leaders</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>10:15</td>
<td>11:00</td>
<td>0:45</td>
<td>Station 1</td>
<td>Station Adult Volunteers</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td>11:15</td>
<td>0:15</td>
<td>Transition</td>
<td>Stick Leaders</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>11:15</td>
<td>12:00</td>
<td>0:45</td>
<td>Station 2</td>
<td>Station Adult Volunteers</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td>12:15</td>
<td>0:15</td>
<td>Transition</td>
<td>Stick Leaders</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>12:15</td>
<td>13:00</td>
<td>0:45</td>
<td>Station 3</td>
<td>Station Adult Volunteers</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>13:00</td>
<td>13:15</td>
<td>0:15</td>
<td>Transition</td>
<td>Stick Leaders</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>13:15</td>
<td>14:00</td>
<td>0:45</td>
<td>Station 4</td>
<td>Station Adult Volunteers</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>14:00</td>
<td>14:15</td>
<td>0:15</td>
<td>Transition</td>
<td>Stick Leaders</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>14:15</td>
<td>15:00</td>
<td>0:45</td>
<td>Station 5</td>
<td>Station Adult Volunteers</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>15:00</td>
<td>15:15</td>
<td>0:15</td>
<td>Transition</td>
<td>Stick Leaders</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>15:15</td>
<td>16:00</td>
<td>0:45</td>
<td>Station 6</td>
<td>Station Adult Volunteers</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>16:00</td>
<td>16:15</td>
<td>0:15</td>
<td>Transition</td>
<td>Stick Leaders</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>16:15</td>
<td>17:00</td>
<td>0:45</td>
<td>Station 7</td>
<td>Station Adult Volunteers</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>17:00</td>
<td>17:15</td>
<td>0:15</td>
<td>Transition</td>
<td>Stick Leaders</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>17:15</td>
<td>18:00</td>
<td>0:45</td>
<td>Station 8</td>
<td>Station Adult Volunteers</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>18:00</td>
<td>18:15</td>
<td>0:15</td>
<td>Transition</td>
<td>Stick Leaders</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>18:15</td>
<td>19:00</td>
<td>0:45</td>
<td>Camp Cleanup</td>
<td>Station Adult Volunteers</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>21:15</td>
<td>21:30</td>
<td>0:15</td>
<td>Transition</td>
<td>Stick Leaders</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>21:30</td>
<td>22:15</td>
<td>0:45</td>
<td>Knock Out Drill</td>
<td>YM SgtMaj</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>22:15</td>
<td>22:30</td>
<td>0:15</td>
<td>Final Formation</td>
<td>YM SgtMaj</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>22:30</td>
<td>23:00</td>
<td>0:30</td>
<td>Hygiene Time / Free Time</td>
<td>Unit Adult Volunteers</td>
<td>Boots and Utilities / Unit T-Shirt</td>
<td>Khaki Trousers / Black Staff Polo</td>
<td></td>
</tr>
<tr>
<td>23:00</td>
<td>23:00</td>
<td>0:00</td>
<td>Lights</td>
<td>Unit Adult Volunteers</td>
<td>Sleeping Attire</td>
<td>Sleeping Attire</td>
<td></td>
</tr>
</tbody>
</table>

## Sunday

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Duration</th>
<th>Event</th>
<th>POC</th>
<th>YM Uniform</th>
<th>Staff Uniform</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>8:00</td>
<td>0:00</td>
<td>Lights</td>
<td>Unit Adult Volunteers</td>
<td>Sleeping Attire</td>
<td>Sleeping Attire</td>
<td></td>
</tr>
<tr>
<td>8:00</td>
<td>8:15</td>
<td>0:15</td>
<td>Hygiene Time</td>
<td>Unit Adult Volunteers</td>
<td>PT Gear / Encampment Shirt</td>
<td>Khaki Shorts / Encampment Shirt</td>
<td></td>
</tr>
<tr>
<td>8:15</td>
<td>8:30</td>
<td>0:15</td>
<td>Morning Formation</td>
<td>YM SgtMaj</td>
<td>PT Gear / Encampment Shirt</td>
<td>Khaki Shorts / Encampment Shirt</td>
<td></td>
</tr>
<tr>
<td>8:30</td>
<td>10:00</td>
<td>1:30</td>
<td>Iron Breakfast</td>
<td>YM SgtMaj</td>
<td>PT Gear / Encampment Shirt</td>
<td>Khaki Shorts / Encampment Shirt</td>
<td></td>
</tr>
<tr>
<td>10:00</td>
<td>11:00</td>
<td>1:00</td>
<td>Camp Cleanup</td>
<td>Unit Adult Volunteers</td>
<td>PT Gear / Encampment Shirt</td>
<td>Khaki Shorts / Encampment Shirt</td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td>11:45</td>
<td>0:45</td>
<td>Award Ceremony</td>
<td>Div CO</td>
<td>PT Gear / Encampment Shirt</td>
<td>Khaki Shorts / Encampment Shirt</td>
<td></td>
</tr>
<tr>
<td>11:45</td>
<td>12:00</td>
<td>0:15</td>
<td>Final Pictures / Dismissal</td>
<td>YM SgtMaj</td>
<td>PT Gear / Encampment Shirt</td>
<td>Khaki Shorts / Encampment Shirt</td>
<td></td>
</tr>
</tbody>
</table>
# The Forge Rotation Order

<table>
<thead>
<tr>
<th>Team</th>
<th>DDR Written Test</th>
<th>1 Rope Bridge</th>
<th>Color Guard</th>
<th>8 Knot Challenge</th>
<th>Mystery Event</th>
<th>Pubic Speaking</th>
<th>Fire Building</th>
<th>Swim Relay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team 1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Team 2</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Team 3</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Team 4</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Team 5</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Team 6</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Team 7</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Team 8</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Team 9</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Team 10</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Team 11</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Team 12</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Team 13</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Team 14</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Team 15</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Team 16</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Team 17</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Team 18</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Team 19</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Team 20</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Team 21</td>
<td>7</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Team 22</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Team 23</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Team 24</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>
# The Forge Billets

## Young Marine Staff Billets

### Encampment Sergeant Major

**Required Rank:** YM/MGySgt  
**Education:** Advanced Leadership School  
**Responsibilities:**

- Serve as the Young Marine liaison between the Team Leaders and the Division Commander.  
- Look out for the safety and well-being of all Young Marines participating in the event.  
- Lead evening meetings with Young Marine Staff to gather information for the After-Action Report.  
- Lead all formations.  
- Call commands during the Knockout Drill event.

### Encampment First Sergeant

**Required Rank:** YM/MSgt  
**Education:** Advanced Leadership School  
**Responsibilities:**

- Serve as Young Marine liaison between Team Leaders and the Assistant Division Commander.  
- Look out for the safety and well-being of all Young Marines participating in the event.  
- Watch for logistical issues regarding lodging, food, and water to ensure Young Marines are taken care of.  
- Aid the Encampment Sergeant Major and serve in their place as needed when they are away.

### Encampment Training Chief

**Required Rank:** YM/GySgt  
**Education:** Senior Leadership School  
**Responsibilities:**

- Serve as the Young Marine liaison between Team Leaders and the Training Officer.  
- Look out for the safety and well-being of all Young Marines participating in the event.  
- Ensure events are scored and compiled throughout the competition so that winners can be announced at different intervals.  
- Ensure supply items required for the different events are in place to assist the judges in carrying out their roles.

## Adult Volunteer Billets

### Stick Leaders

**Responsibilities:**

- Should be able to keep up with three teams of Young Marines (total of 12).
- Walk with Young Marines to each station during the Rotational Events.
- Look out for the safety of Young Marines within the Stick.
- Distribute medication if required to Young Marines within the Stick.
- Refrain from assisting Young Marines during events.
- Watch for medical issues and take Young Marines to Medical Staff as required.
- Ensure Young Marines within the Stick are staying hydrated throughout the day.
- Assist as assigned with the Force March and PFT events.

Break Down:

- Stick 1 – Will lead teams 1-3 and serve as the timer for the Force March event.
- Stick 2 – Will lead teams 4-6 and serve as the judge for Pull Ups during the PFT event.
- Stick 3 – Will lead teams 7-9 and serve as the judge for the Flexed Arm Hang during the PFT event.
- Stick 4 – Will lead teams 10-12 and serve as the judge for the Sit and Reach during the PFT event.
- Stick 5 – Will lead teams 13-15 and serve as the judge for the Shuttle Run during the PFT event.
- Stick 6 – Will lead teams 16-18 and serve as the judge for the Curl Ups during the PFT event.
- Stick 7 – Will lead teams 19-21 and serve as the timekeeper for the Curl Ups during the PFT event.
- Stick 8 – Will lead teams 22-24 and serve as the score compiler for all of the events during the PFT event.

**EVENT JUDGES**

Responsibilities:

- Should be knowledgeable of the rules and expectations of the event assigned.
- Must remain fair and impartial during the competition.
- Ensure any safety equipment (if applicable) is properly secured to prevent injury to Young Marines.
- Ask questions to the Training Officer if unsure of anything prior to judging the first team.
- Attend a meeting on Friday to review the rules with the Training Officer, Division Commander and/or Assistant Division Commander.
- Set up your event for the next team so all teams have a consistent start.
- Record scores for your event properly with the supplied score sheets and turn them in to the YM Training Chief as they come around.

Break Down:

- 1 Rope Bridge Judge
- 8 Knot Challenge Judge
- Color Guard Judge 1
- Color Guard Judge 2
- Color Guard Judge 3
- DDR Test Judge
- Fire Building Judge
- Mystery Event Judge
- Public Speaking Judge 1
- Public Speaking Judge 2
- Public Speaking Judge 3
- Land Navigation Judge
- Swim Relay Judge
- Swim Relay Lifeguard
- Medical Officer 1
- Medical Officer 2
- Medical Officer 3
The Forge Rules

STARTING EVENTS

FORCE MARCH

Time of event: First event (0600)
Members: All
Time Limit: 2.75 Hours
Winner: Fastest
Starting Position: Starting line, single file

Rules:

- Competitors will march a five-mile course with their packs on.
- Two teams will be released every minute to give some spacing to the teams.
- Teams must stay together throughout the event.
- Assisting teammates with carrying gear is acceptable.
- Running is NOT permitted on the course.
- Water will be available at two points along route to refill.
- At the end of two hours forty-five minutes, anyone not finished will be picked up by the safety vehicle.
- Time will be determined based on when the final competitor of the team crosses the finish line.

PFT

Time of event: Second event (immediately after Force March)
Members: All (separate events)
Time Limit: 2.75 Hours (same 2.75 hour timer used for Force March)
Winner: Highest team score
Starting Position: Varies by station

Rules:

- Each of the four members of the team will perform a separate PFT event (no run).
- After completing the Force March, team members go directly into their event.
- If you were picked up by the safety vehicle for the Force March, you cannot compete in this event.
- The upper body event (Pullups or Flexed Arm Hang) will depend upon age/gender as prescribed by the Training Officer’s Manual (TOM).
- All events are scored based on gender and age of the competitor performing the individual event based on the tables found within the Training Officer’s Manual (TOM).
- If there is a tie (i.e. more than one group scoring a 400), then each team can select one Young Marine to perform push-ups in cadence as outlined in the TOM with no rest. The last Young Marine to drop will be declared the winner.
### IRON INTRODUCTIONS

**Time of event:** Third event (after PFT event)

**Members:** All

**Time Limit:** 60 Seconds

**Winner:** This event is for fun/motivation and is not scored

**Starting Position:** On stage together

**Rules:**

- Each team will go up in team number order and introduce themselves individually, state their Unit name, City, and State.

- They will then perform a short motivational ditty or skit. This should be fun and motivational to set the tone for the rest of the competitions.
### 1 ROPE BRIDGE

<table>
<thead>
<tr>
<th>Time of event:</th>
<th>Rotation event (see schedule for rotation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members:</td>
<td>All (1 to tie rope, and 3 to traverse)</td>
</tr>
<tr>
<td>Time Limit:</td>
<td>12 Minutes</td>
</tr>
<tr>
<td>Winner:</td>
<td>Fastest completion time</td>
</tr>
<tr>
<td>Starting Position:</td>
<td>Standing behind swiss seat ropes</td>
</tr>
</tbody>
</table>

**Rules:**

- Each team will have four ropes for tying swiss seats, four locking carabiners, and one long rope.
- To start, each person will tie their own swiss seats.
- The person assigned to tie the rope will create a loop in the rope, clip it to their harness, and take it to the other side of the course to secure the rope on that end.
- The other 3 can attach the rope on their end.
- Once rope bridge is complete, the three remaining members will travel across the bridge.
- Time will stop when time limit is reached or when the last person is on the other side of the course and all harnesses are removed.
- Winner is decided by number of participants that completed the course and fastest time.
8 KNOT CHALLENGE

Time of event: Rotation event (see schedule for rotation)
Members: Team Choice
Time Limit: 12 Minutes
Winner: Fastest completion time or most knots correctly tied
Starting Position: Standing behind sets of ropes

- The team will have three six-foot-long ropes, one twelve-foot-long rope, and one two-foot log.
- Items will be lying between two trees that are 12-16 feet apart.
- Timer will start as soon as a team member touches the log or rope.
- Starting at the tree, the six-foot lengths of rope will be used to tie two half hitches, square knot, sheet bend, bowline, and a timber hitch to reach the log.
- Starting from the other tree, the twelve-foot-long length of rope will be used to create the tautline hitch, sheepshank, and clove hitch to reach the other end of the log.
- When finished the log should be suspended above the ground by the eight knots.
- Once all competing members are finished they should raise their hands in the air signaling completion. Judge will stop the timer and check knots. They will inform Young Marines of incorrect knots and restart the timer. This repeats until all knots are tied correctly or the twelve-minute max time is reached.
COLOR GUARD

Time of event: Rotation event (see schedule for rotation)
Members: All Members
Time Limit: 10 Minute Maximum
Winner: Highest average score of judges
Starting Position: Starts on the command “Fall In”

- All teams will compete using the same Drill Card (see below).
- The U.S. Flag and Unit Colors should not be out of proper order at any time during routine.
- Scores from the three judges will be averaged to give the team score.
- Unit should bring their own flags, harnesses, and rifles. Any units that do not will borrow a set from another unit.
- Team starts centered and six paces from head judge.

<table>
<thead>
<tr>
<th>Command Sequence</th>
<th>Scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Order Colors (Ready Out)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>2 Present Colors (Ready Out)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>3 Verbal Report-In</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>4 Order Colors (Ready Out)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>5 Parade Rest</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>6 Color Guard, Attention</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>7 Carry Colors (Ready Out)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>8 Countermarch, March (Forward March)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>9 Left Turn, March (Forward March)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>10 Right Turn, March (Forward March)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>11 Right Turn, March (Forward March)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>12 Mark Time, March (5 seconds)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>13 Forward March</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>14 Left Turn, March (Forward March)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>15 Colors Halt</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>16 Countermarch, March (Forward March)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>17 Colors Halt</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>18 Order Colors (Ready Out)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>19 Present Colors (Ready Out)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>20 Verbal Report-Out</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>21 Order Colors (Ready Out)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>22 Carry Colors (Ready Out)</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>23 March Unit off Drill Deck</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

Command Sequence
1-7 & 17-22 happen in front of Head Judge (HJ) #23 Unit has discretion
**DDR WRITTEN TEST**

<table>
<thead>
<tr>
<th>Time of event:</th>
<th>Rotation event (see schedule for rotation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members:</td>
<td>Team Choice</td>
</tr>
<tr>
<td>Time Limit:</td>
<td>10 Minutes</td>
</tr>
<tr>
<td>Winner:</td>
<td>Highest test score</td>
</tr>
</tbody>
</table>

Starting Position: Pencil down with test face down

- Test will have a total of 35 questions, each worth 1 point.
- Timer starts when test is flipped over by team.
- Members answer as many questions as possible in the allotted ten minutes.
- As soon as the time ends, the pencil will be put down and the team will exit the room.
- No discussion of test questions should be had by any Young Marines to those from other Teams that have not yet taken the test.
- Questions will be a combination of fill in the blank, true or false, or multiple choice.

**FIRE BUILDING**

<table>
<thead>
<tr>
<th>Time of event:</th>
<th>Rotation event (see schedule for rotation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members:</td>
<td>Team Choice</td>
</tr>
<tr>
<td>Time Limit:</td>
<td>30 Minutes</td>
</tr>
<tr>
<td>Winner:</td>
<td>Fastest completion time</td>
</tr>
</tbody>
</table>

Starting Position: Standing with one foot along the fire ring

- When told to begin, members will open the issued container and start building a fire.
- Members can only use items found within the container and downed items in the woods (none of their own equipment).
- They must get their fire built high enough to burn through the .550 cord suspended above their fire ring.
- If the thirty-minute cap is reached, team is finished.
- All fires should be properly put out and items moved away from fire ring for the next set of teams to compete.
- Base of fire must be on the ground itself. (i.e. teams cannot place a large log under the rope and then build the fire atop it to start closer to it).
- Fire kits may contain lighters, matches, ferro rods, cotton balls, lint, paper, fire starting tabs, candles, or some combination of these items so various methods should be practiced to ensure success.
**MYSTERY EVENT**

Time of event: Rotation event (see schedule for rotation)  
Members: All Members  
Time Limit: ???  
Winner: ???  
Starting Position: At assigned stations

- This event will be a special event based on the location of the Forge any given year.  
- The rules of the event will be discussed to all participants during the Introduction on Saturday.  
- The event will not be disclosed to any Adult Volunteers or Young Marines prior to then.

**PUBLIC SPEAKING**

Time of event: Rotation event (see schedule for rotation)  
Members: All Members  
Time Limit: 7 Minute Minimum / 10 Minute Maximum  
Winner: Highest Average Score of Judges  
Starting Position: Team choice, will start when judge says

- Each team should have a class on a Citizenship topic of their choice, this does not have to come from the Young Marines Guidebooks.  
- There is a three-minute prep time between each team within the sticks classes to set up for their class.  
- Any props, handouts, or slide shows should be in the gear of the Young Marines. (a projector and computer will be available for slides, but you cannot rely on internet access to get to your material).  
- Class should incorporate all members of the team in some way. This can be with a speaking part, with demonstration of topics, or by simply changing slides on the computer.  
- Young Marines can get creative with this class to make it entertaining as well as informative.  
- Judges will score on creativity, entertainment, public speaking ability, and if the topic was appropriate for the time limit and audience.  
- Treat it like a class that would be given to fellow Young Marines and teach to their level (aim your information towards a twelve-year-old audience).
SWIM RELAY

Time of event: Rotation event (see schedule for rotation)
Members: All Members
Time Limit: 10 Minutes
Winner: Fastest completion time
Starting Position: Along edge of water with swimsuits on

- Teams will change before coming to the pool area into their shower shoes and swimsuit and have their towel.
- The first member will jump into the water and swim to the designated marker on the water, touch it, and return to the starting dock.
- The second member will jump into the water once the first member touches the starting dock and perform the same actions as the first.
- This will repeat for the third and fourth members with the timer stopping when the fourth member touches the dock.
- All members will wear the supplied swim buoy.
**FINAL EVENTS**

**LAND NAVIGATION**

Time of event: 1815
Members: All Members
Time Limit: 2 Hours
Winner: Fastest completion time or most points found
Starting Position: At starting table with hands on the map

- Teams will be given their map and coordinates at 2-minute intervals.
- Once map and coordinates are received the team can begin plotting their map and head out onto the course. One member should start a timer on their watch for their team at this time as well. This will ensure they have an accurate time throughout the course.
- Teams will seek out as many points as they can within their two-hour time limit.
- Teams will be scored based on the number of points they found and then time.
- For every minute late, the team will lose one of their “found points”, so ensuring they get back within the time limit is crucial.
- All members must remain together throughout the course (cannot split up to look for separate points).
- Time is stopped once all team member’s hands and the map are placed on the starting table.
- If a team gets lost they should remain in place and blow their whistle in bursts of three so the adults on the course can locate them.
- Flags on the course will be marked with a letter and two numbers (e.g. F13) which will be written onto the score sheet for that point.

**KNOCKOUT DRILL**

Time of event: Final Event (2130)
Members: All Members
Time Limit: None
Winner: Last team remaining
Starting Position: In a large formation made up of all teams and their members

- All Young Marines will be mixed together in one large formation.
- Commands will be given by a member of the Young Marine Staff.
- Commands will follow a “Simon Says” format with commands starting with the word “Division.”
- Young Marines are eliminated from the formation if they perform a movement incorrectly, lose their bearing (including moving their eyes), hesitate on a movement, perform a movement that wasn’t proceeded with “Division”, or perform a movement they shouldn’t perform (e.g. an About Face when not at Attention).
- Judges will be walking throughout the formation and pulling Young Marines out of formation when they are “out.”
- Commands will continue until only one Young Marine remains.
**The Forge Gear List**

### Young Marine Gear

#### Travel Gear

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>#</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Matching t-shirt (unit choice)</td>
<td>1 pair</td>
<td>White socks</td>
</tr>
<tr>
<td>1</td>
<td>Black PT shorts</td>
<td>1 pair</td>
<td>Running shoes</td>
</tr>
</tbody>
</table>

#### Packed Gear

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>#</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Camouflage blouse</td>
<td>3 pair</td>
<td>Boot socks</td>
</tr>
<tr>
<td>1</td>
<td>Camouflage trousers</td>
<td>1 pair</td>
<td>White socks</td>
</tr>
<tr>
<td>1</td>
<td>Camouflage cover</td>
<td>1</td>
<td>Unit t-shirt</td>
</tr>
<tr>
<td>1</td>
<td>Belt (web or riggers style)</td>
<td>1 pair</td>
<td>Black PT shorts</td>
</tr>
<tr>
<td>1</td>
<td>Swim suit/trunks (conservative)</td>
<td>1</td>
<td>Flashlight</td>
</tr>
<tr>
<td>1</td>
<td>Towel</td>
<td>1</td>
<td>Watch/stopwatch (1 per team min)</td>
</tr>
<tr>
<td>1</td>
<td>Washcloth</td>
<td>1</td>
<td>Hygiene kit</td>
</tr>
<tr>
<td>3 pair</td>
<td>Underwear</td>
<td></td>
<td>Flashdrive/other items for speech</td>
</tr>
</tbody>
</table>

### Adult Volunteer Gear

#### Travel Gear

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>#</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit t-shirt</td>
<td>1 pair</td>
<td>White socks</td>
</tr>
<tr>
<td>1</td>
<td>Khaki shorts/trousers</td>
<td>1 pair</td>
<td>Running/hiking shoes</td>
</tr>
</tbody>
</table>

#### Packed Gear

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>#</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Black staff polo shirt</td>
<td>2 pair</td>
<td>Boot socks</td>
</tr>
<tr>
<td>1 pair</td>
<td>Khaki Trousers</td>
<td>1 pair</td>
<td>White socks</td>
</tr>
<tr>
<td>1 pair</td>
<td>Khaki Shorts</td>
<td>1 pair</td>
<td>Black boots</td>
</tr>
<tr>
<td>1</td>
<td>Khaki Cover</td>
<td>1 pair</td>
<td>Black PT shorts</td>
</tr>
<tr>
<td>1</td>
<td>Black rigger style belt</td>
<td>1</td>
<td>Flashlight</td>
</tr>
<tr>
<td>1</td>
<td>Towel</td>
<td>3 pair</td>
<td>Underwear</td>
</tr>
<tr>
<td>1</td>
<td>Washcloth</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>