Introduction

Adjutant – One of the most important positions in the Young Marines unit is position of Adjutant. The Adjutant is responsible for ensuring the administration is correct and up-to-date. In the Young Marines (YM), the Adjutant is the person usually responsible for most database entries and record keeping.

The Adjutant needs complete access to the Young Marines Database System (YMDBS). This system is the mainstay of the unit’s Young Marine (YM) and Registered Adult (RA) records. The system reports activities of Young Marines, records their pertinent information, and registers and re-registers the unit and all its members. It is through the Adjutant’s knowledge and implementation of the Young Marines administration that ensures newly registered Young Marines receive their YM National Headquarters basic issue - YM Basic Guidebook, T-shirt, cover, belt and buckle, patches, Drug Demand Reduction (DDR) deck of cards, and blousing bands.

The Adjutant must make sure that information documented in the database is accurate and timely. Without that information, members will miss receiving Esprit magazines or important correspondence and Young Marines may miss out on important opportunities. The position is vital to the successful management of the unit.

It is the Adjutant’s work and understanding of the database that allows Young Marines National Headquarters (YMNHQ) to make sure YMs and RAs receive YM insurance coverage. Additionally, YMNHQ is able to get a complete overview of Young Marines in the unit and their breakdown by age, rank and gender, plus the distribution of units throughout the country.

Young Marines National Headquarters (YMNHQ) staff will assist with answering questions via phone (800-717-0060), email, via the unit’s command elements (Battalion, Regiment, Division) and via Unit Management Courses (UMC), conducted locally, plus the annual Adult Leaders Conference (ALC).

Thank you for becoming a team member of the best youth program in the United States!
Proper administration is a measure of the health and wellbeing of a unit. It is, generally, the first indication of whether a unit is well led and well managed. The Unit Commander (UC) must maintain accurate and organized administrative records of all members within the unit. The Adjutant is responsible to and appointed by the UC for all matters pertaining to administration of the unit.

The Adjutant:

- Registers new Young Marine recruits
- Submits Adult Volunteer Applications
- Annually re-registers all Young Marines and Registered Adults
- Maintains and updates Young Marines’ Record Books (YMRB); both Young Marines Database System (YMDBS) and hardcopy, plus safeguards the hardcopies of the Young Marines’ Record Books (YMRB). *
  - Unit Activity Attendance
  - Keeps track of YM’s non-YM and YM awards
  - Completion of Performance Objectives (PO) and Enabling Objectives (EO)
    - (may be inputted by TO or ATO**)
  - Community Service hours
  - Training Subjects
  - DDR hours
  - Physical Fitness Test results
    - (may be inputted by TO or ATO**)
- Billet Assignments
  - (may be inputted by TO or ATO**)
- Maintains and updates Registered Adult Record Book in the Young Marines Database System (YMDBS).
  - Updating personal information, address and email
  - Community service hours (all hours an RA works with/for YMs are community service hours)
  - Attendance
  - Event registration
- Maintains master file of all Young Marines National Headquarters (YMNHQ) blank forms & documents, unit correspondence, unit policies, awards and promotions, discharges and bylaws.
- Prepares award certificates, promotion warrants, discharges, minutes of staff meetings and elections, unit rosters and special events forms.
- As circumstances dictate, manage unit’s inventory account and ribbons & devices inventory (May be performed by the Executive Officer (XO)).
- SPACES (Summer Programs of Adventures, Challenges, Encampments and Schools) registrations and applications for YMs and RAs
- Communications between RA’s, YM’s, parents, and community
- Communicates schedule / calendar to all parties
- Other duties that may be assigned: recording of YM/RA attendance, entering ribbon awards, promotions, etc.

*See page 10

**Note: it is recommended that the Training Officer (TO) or Assistant Training Officer (ATO) should be trained to assist in order to enter PFT scores and training related entries such as Performance Objectives. Unit Commander (UC) or Executive Officer (XO) may take responsibility to enter other items such as attendance, awards, etc., in order to stay informed of YM accomplishments and needed requirements to meet goals.
Authorized Users in the YMDBS

The Unit Commander (UC) determines authorized users in the unit’s database. Authorized Users may include, but is not limited to, the Unit Commander (UC), Executive Officer (XO), and Adjutant (Adj). New units – Unit Commander will be sent their username and password in the New Unit Welcome Package.

Getting Started with YMDBS

**Step 1.** Navigate to [https://www.ymdb.org](https://www.ymdb.org) to login. If using [members.youngmarines.com](http://members.youngmarines.com), click on Login. Using the Authorized User login, enter the user ID and password, and then click on YMDBS to enter database. The system is secure and cannot be entered without a user ID and password.

**Step 2.** Once in the system, user may change password by clicking on the User Profile button.

**Step 3.** The UC, XO, and Adjutant manage authorized users, with UC’s approval, by doing the following:

- Click on Unit Management / Authorized Users under the Main Menu
- Click on Add New User link in blue
- Fill-in the blank fields (See FAQ: What are the YMDBS Access Levels?)
  - UC/XO/ADJ: Full access to include Authorized Users
  - Unit Staff: Full access except Authorized Users
  - Supply: Inventory, Gear Store, Library*, SPACES, UMC, User Profile
  - Limited Access: Young Marines Search, Inventory, Invoice History, Young Marines List, Library, Forms/Reports, User Profile, SPACES, UMC, NDSP
- Click on Save button

*The Young Marines Library is a resource located in the Young Marines Database (ymdb.org) and Members Web Site (members.youngmarines.com). The Library contains most Young Marines documents, forms, manuals, and resources available from National Headquarters.

Registration

**Adults and youth may not actively participate in any Young Marines meeting, activity, or event until they are registered.** Youth may participate once they are inputted into the YMDBS and the invoice has been issued. Adults must be registered with YM National Headquarters and placed on the “active” roster in the YMDBS by YMNHQ prior to working with the youth.

**Adults**

Adult Volunteers are critical components in the Young Marines program. Units must have one registered adult for every ten Young Marines. Units must have male and female adults on staff. Effort should be made to recruit adult volunteers who will participate consistently.

- Adult Volunteer Application – 2 step process:
  - Background Check YMNHQ will provide applicant with background check self-registration information upon receipt of complete application.
• Any adult who desires to be a registered adult in the Young Marine program will fill out, in its entirety, an Adult Volunteer Application and must include:
  o Full “legal” name including middle name. Any aliases, including maiden names, must be noted. (Please enter NMI [meaning ‘no middle initial’] if no middle name)
  o Date of Birth (MMDDYYYY)
  o Social Security Number (Please see explanation on Page 7)
  o Color photo
  o Correct and current email address
  o All additional information requested on application. If not applicable, should indicate “N/A”

• Additional paperwork:
  o 3 Letters of character reference:
    ▪ Reference is written by an adult other than the applicant, a relative, or Young Marine Registered Adult
    ▪ Reference must know the individual for at least 1 year
    ▪ Reference must include name, address, phone number and original signature
    ▪ References must be signed and dated within 6 months of Application
    ▪ Letter should be a narrative of how they know and why they recommend the applicant
    ▪ Form letters will not be accepted
  o Copy of DD214 to include type of discharge and re-enlistment code. If discharge is anything other than honorable, a letter of explanation must be included.
  o Active duty military should include a Statement of Service from Officer In Charge (OIC). *Photocopying of U.S. government identification cards is a federal offense and will not be accepted.

• Unit Commander’s Review and Authorization of Adult Volunteer Application:
  o Ensure Adult Volunteer Application is completed in its entirety
    ▪ Review all information and attachments using UC’s checklist provided with application. (This form is the last page of the application)
    ▪ Khaki Cover, Staff Polo Shirt, and Black Rigger Belt sizes are required
    ▪ UC’s recommendation (If the UC does NOT recommend the adult for approval, a Letter of Explanation must be included and application mailed to YMNHQ)
    ▪ Unit commander’s signature on application

• Pay for application to be processed:
  o Include a unit check payable to the Young Marines National Headquarters for current registration fees per registrant
  o One check per Adult Volunteer Application package must be submitted to prevent delays in the registration of adults
  o Include their name in the memo field
  o Make sure you have two signatures on check
  o Fees may also be paid online in YMDBS with a Unit Debit Card

• Make one copy of Adult Volunteer Application and attachments to be kept with unit records.

• Submit original directly to YM National Headquarters.
• Mail completed Adult Volunteer Application package and unit check for each adult to:
  Young Marines National Headquarters
  17739 Main Street, Suite 250
  Dumfries, VA 22026-3256

• The registration packet will be returned to the unit for correction if it is incomplete or inaccurate

• Once complete application is received, the adult will be added into the YMDBS by YMNHQ. Status of adult’s application may be checked by selecting Record Maintenance then Select Registered Adult in the database.

• Background Check.
  o Upon receipt and review of application, YMNHQ will provide each applicant a letter of instruction to complete background check with National Center for Safety Initiatives (NCSI)
  o Applicants are responsible for performing and paying for background checks
  o YMNHQ will be contacted directly by NCSI upon completion of screening
  o Do not include any background screening information with adult application

• Only when status shows “Approved,” is adult allowed to work with Young Marines.
  o If application is not approved, a letter of disapproval will be mailed to the applicant along with original application. Notification will be sent to the UC along with unit check. The reason for denial will only be given to the applicant.

• The National Executive Director or a Deputy Director approves all adult volunteers registering with YMNHQ.

Youth

One of our Guiding Principles is that
  “…We will never forget that this program is for our youth.”

• Steps for completing youth registration are listed below:
  o Download and print Young Marine Recruit Enrollment Package for the YMRB.
  o Completing the enrollment portion:
    ▪ Have the parent or legal guardian fill out enrollment portion of forms (These forms remain at the unit level in the Young Marine’s record book.)
      o YMFORM1 – Recruit Enrollment
      o *YMFORM2 – Young Marine Contract & Obligation
      o *YMMEDFORM1 – Authorization for Medical Treatment
      o *YMMEDFORM2 – Permission to dispense Prescription Drugs
      o *YMMEDFORM3 – Physical Examination Form – To be completed by family doctor and contain the physician’s official stamp (A copy of a current school or sports physical may be substituted if completed during current school year. A copy must be kept on file in the YMRB).

*Forms must be updated annually
Parent is required to provide a copy of:

- Medical Insurance Cards (front and back)
- Immunization Exemption Request Form, if applicable.
- **Social Security cards and birth certificates are to be viewed for verification purposes only, and then returned to parent/guardian. Copies will not be made or kept.**

Register Young Marine in Database System

- 1. Click on **Registration** button under main menu
- 2. Fill in all required fields denoted by check marks. Ensure all information is correct (Please do not type it in all CAPS)
- 3. Click on appropriate t-shirt and cover size
- 4. Click on the **Save** button
- Click on **Next Registration** button and repeat numbers 2, 3, and 4 to add additional registrants
- To complete registration of Recruits, click **Registration Roster** button. When ready, transmit records to YMDBS, click **Submit**.
- Click on **Invoice** link in blue (you will need Microsoft Excel to see the Invoice. If you do not have Excel, download Excel Viewer from [http://office.microsoft.com/downloads/2000/xlviewer.aspx](http://office.microsoft.com/downloads/2000/xlviewer.aspx)
- Payment options:
  - Pay with unit check payable to YM National HQ and send with invoice to YMNHQ.
  - Pay with unit debit card written on invoice and mail in to YMNHQ.
    - Mail to: Young Marines National Headquarters
      17739 Main Street, Suite 250, Dumfries, VA 22026-3256
  - Pay invoice online in YMDBS with a unit debit card and mail nothing to YMNHQ.

Transfer or Re-Register a Young Marine

- Click **CHECK** button to view if Young Marine is entered into database.
- A pop-up box will appear with the following image. Enter any or all of requested information. Click the **Find** button.
• Another pop-up box will appear with search results. If Young Marine searching for is not seen, follow directions that appear in box.

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>SMN</th>
<th>Current Unit</th>
<th>Unit Status</th>
<th>YM Status</th>
<th>Lost Registration Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones, John J</td>
<td>16</td>
<td>-0075</td>
<td>0-0075</td>
<td>Active</td>
<td>Discharged</td>
<td>05/05/2010</td>
<td>Request Transfer</td>
</tr>
<tr>
<td>Jones, John E</td>
<td>18</td>
<td>-0001</td>
<td>0-0001</td>
<td>Active</td>
<td>Discharged</td>
<td>05/05/2010</td>
<td>Request Transfer</td>
</tr>
<tr>
<td>Jones, John A</td>
<td>20</td>
<td>-0002</td>
<td>0-0002</td>
<td>Active</td>
<td>Discharged</td>
<td>05/05/2010</td>
<td>Request Transfer</td>
</tr>
</tbody>
</table>

• When Request Transfer is selected, add comments if any. Click Save. An email will be sent to “losing unit” notifying them of request.

• Once request is sent, the pending transfer will appear above the Active Young Marines roster in Record Maintenance as Inbound Young Marine Transfer Requests. This request may be edited at any time during the process.

• Respond to a Transfer Request: The losing unit will have Outbound Young Marines Transfer Requests listed above their Active Young Marines roster. Select Edit. Losing UC may choose from two options – Update Comments Only or Approve Transfer Request.

• Please see complete tutorial available in Library.

Registration Fees

The YMNHQ requires a set registration fee per Young Marine (YM) and Registered Adult Volunteer annually.

• Registration Fees are currently $20.00 per person (fee is subject to change)

• Paid by unit check with dual signature or money order and paid to the order of YOUNG MARINES NATIONAL HEADQUARTERS

• Registration Invoices may also be paid online with a Unit Debit Card

• Personal checks for registration will not be accepted. However, this is waived for new units in starter-up phase.

Social Security Numbers

Due to YMs receiving federal funds, registrants may not register without providing a legitimate Social Security Number, Alien Registration Number (A-number), or Tax Identification Number (TIN).

• Members must be legal residents of the United States

• It is the only means to uniquely identify every adult and youth in the Young Marines program

• YMDBS is a secured site, protected by the same system that protects several banks

• Special circumstance registrants cannot be registered on-line. For special circumstances please call YM National Headquarters (800-717-0060) and provide the following information:
  o If registrant is a foreign national, please provide a copy of Alien Registration Card (A-number or “Green Card”) or Tax Identification Number (TIN)

The Adjutant is responsible to UC for information security and must assure Registered Adults, parents and legal guardians that unit:
Safeguards and limits access to private information contained in unit files to include the Young Marine Record Book (YMRB)

Personal information in YMRB is password protected and secured with access limited to key staff members authorized by Unit Commander and National Headquarters.

Unit Inventory List

The YMDBS will not allow completion of Annual Re-registration until unit inventory is updated. All unit assets must be listed on unit inventory list to include any asset(s) listed on last report, but no longer in the possession of the unit because item(s) was disposed of, lost or stolen. Provide applicable information in the table of report. Assets are any durable items of value owned by the unit, such as:

- Office Equipment—Computers, typewriters, telephones, FAX machines, copiers, etc.
- Other Equipment—Flag sets, harnesses, flag stands, refrigerators, generators, microwave ovens, drill rifles, musical instruments, televisions, cameras, etc.
- Vehicles—Buses, vans, automobiles, boats, trailers, etc.
- Camping Gear—Tents, sleeping bags, packs, canteens, etc.

*NOTE: Any item having a serial number should be recorded in the YMDBS with the item. If stolen, a serialized inventory list may then be provided to authorities.

Re-registration

Every Young Marine unit must re-register each year online through the database.

- Unit re-registration period is from 1 August to 30 September.
- Units may not re-register unless they are in good standing and current with all monthly financial reporting requirements (Monthly reporting information can be found in Paymaster Manual).
- Unit re-registration must be completed no later than 30 September. **If a unit fails to meet the re-registration deadline, unit’s charter is automatically suspended without notice.**
- Delinquent units are prohibited from conducting or participating in any activity or event involving Young Marines until the unit is properly re-registered.

**How to complete the unit’s re-registration:**

- Select **Registration** menu item
- Verify and update **Unit Demographic** Information
- Verify and update **Unit Inventory**
- **Review** names of all **Registered Adults** and **Young Marines** in unit
- **Carefully** select individuals who will be re-registering and those who will be discharged (Once the selections are submitted, **no adjustments will be made to invoice**)
- Click **SUBMIT** button
- Click **INVOICE** and print. The Group Exemption form will print with invoice
- Click on **Registered Adult Agreement Form** and print. A pre-populated Registered Adult Agreement form will print for each adult in the unit. Each RA must sign agreement form.
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- Adults refusing to sign and submit form will be discharged from Young Marines.

NEW: YM Re-Registration (YMFORM4) is available in the library. This form IS NOT submitted to YMNHQ. YM Re-Registration form is for use within the unit to update YM personal information and renew annual agreements and waivers. Form is to be filed in YMRB.

Completing re-registration:
Mail the following to: Young Marines National Headquarters,
17739 Main Street, Suite 250
Dumfries, VA 22026-3256

- Copy of Invoice
- All (signed) Registered Adult Agreement Forms (If an adult is deployed, write “Deployed” on the signature line, UC initial and date)
- Signed Unit Group Exemption Form
- Payment methods for invoice:
  - Completed unit check with exact invoice amount made payable to Young Marines National Headquarters
  - Unit debit card information provided on the invoice.
  - Or, invoice may be paid in YMDBS with unit debit card. Include copy of receipt with package.

Young Marine Record Book (YMRB) – Paper

Proper and accurate record keeping is a fundamental requirement for a Young Marines unit. This can impact a Young Marine receiving credit for an achievement that may be required for a promotion or award or attendance to one of National Headquarters’ SPACES events (especially the YMRB – electronic).

- A YMRB is opened on each Young Marine starting with enrollment into the program.
- It is the Young Marines’ official hardcopy (paper) record for all personal information forms, physical, letters of accomplishment(s) (i.e., coach’s letters, community service letters, etc.) and other achievements or awards earned outside of Young Marines worthy of recording.
- It is a standard letter-size tabbed file folder containing all official documents required in the program
  - The Young Marine’s name is written on the tab with black ink—last name, first name, and middle initial
  - When the folder is opened, Young Marine’s personal information forms are placed on left interior side of opened file folder
  - Young Marine’s Administrative Remarks and other documentation as described above are placed on right interior side of opened file folder

- Left Interior Side of YMRB.
  - Young Marines Enrollment Form (YMFORM 1)
  - YM Re-Registration Form (YMFORM4)
  - Young Marines Contract and Obligation (YMFORM2)
  - Authorization for Medical Treatment (YMMEDFORM1)
  - Health History (YMMEDFORM2)
  - Immunization Exemption Request Form (YMMEDFORM7), if applicable
  - Physical Examination Form (YMMEDFORM3)
  - Sick Bay Log/Medication Log (YMMEDFORM4)
Safeguarding Young Marine Record Book (YMRB) - Paper

The Adjutant is responsible for safeguarding record books. The importance cannot be overstressed since the YMRB contains confidential information provided by the families. Personal privacy and information given in confidence must never be breached. Keep record books in a secure place such as a locking file box or cabinet. When record book is not in a secure place, it must be in the possession of the Adjutant, unless requested by the UC or XO in the performance of their duties. Record books must be on hand (paper copy or electronic access to YMDBS) at every drill or YM activity.

YMRB Management. Keep record books up to date.

- Interview Young Marines regularly and review their YMRB to ensure that changes are properly recorded (This is commonly referred to as an “Administrative Stand-Down.”)
- The Adjutant must anticipate what activities and events on the unit-training schedule will require documentation in the YMRB
- Ensure paper copies of any documentation (i.e. report cards, sport certificates, etc…) turned in by Young Marines are kept in the YMRB and if applicable inputted into the YMRB on-line in the YMDBS
- Check documentation submitted with Awards Manual to see if an award ribbon is warranted

Surrendering YMRB. The YMRB (paper/folder) is the property of the Young Marines parent/legal guardian; not the unit. In the event that a Young Marine moves or transfers to another Young Marine unit, the UC will surrender the YMRB, in its entirety, to the Young Marine’s parent or legal guardian. A copy of the YMRB with the most up to date database record book information must be kept for a two-year period. The file is properly disposed of; preferably by shredding or burning, after the two year period is reached.

Maintaining Young Marines Record Books (YMRB) – On-line (YMDBS)

- All YMRB forms can be created, updated, and printed from the Young Marines Database System. Once Young Marine’s information is placed in the system, the unit can update individual Young Marine’s personal and performance information in the YMDBS.
- Units may also print Young Marine identification cards and certificates
- If a Young Marine attends a Leadership School it is the unit’s responsibility to enter the PFT scores

What Goes Where in the On-Line Record Book? Is it community service or unit activity? What is a non-YM award? What is a non-YM activity? Below are definitions and examples that fall into each category.
Definitions

- Unit Activity – Any organized activity that is not considered Community Service
  - Drill
  - Encampment
  - Fund Raiser
  - Weekend Activity
  - Summer Trips
  - Study Night

- Community Service - Services volunteered by individuals or an organization to benefit a community or its institutions.
  - Parades
  - Park Clean-up
  - Color Guard outside the Unit
  - Veterans or other group/organization Assistance

- Non-YM Activities (Formerly - Outside Activities) – any activity Young Marine participates in outside of the Young Marine
  - Sports
  - Youth Group
  - JROTC
  - Sea Cadets
  - Scouts
  - Clubs

- Non-YM Award (formerly Personal Awards) – Any award given to a Young Marine outside the Young Marine program
  - National Honor Society
  - Presidential Volunteer Service Award
  - Unit Created Awards
  - School Awards

Unit Management

- Unit Awards:
  - YM Unit Awards are entered by the issuing authority – National, Division, Regiment or Battalion. Unit Awards are Unit of the Year / Drill Competition / Distinguished Unit Citation / YM Unit Commendation / MCL Commendation / Drug Demand Reduction (Fulcrum Shield) / YM Encampment / Organized Unit Trip. Only YM National level Unit Awards receive a streamer for their flag/guidon.
Community / Non YM Unit Awards are entered by the Unit

- Authorized Users – Registered Adults determined by the UC as needing access to the YMDBS. Usually – Unit Commander, Unit XO, Unit Adjutant, Training Officer and/or Unit Paymaster. Those billet holders must be identified and position title added to their individual profile page.

- Demographics: Vital unit information must be kept updated
  - Unit Commander and Executive Officer elections and changes
  - Contact Information, Shipping, Mailing and Meeting Addresses
  - Point of Contact information for the youngmarines.com Unit’s Contact Us page and Unit Locator

- Inventory: Every unit has inventory.
  - The unit’s initial gear issue of flags, flag poles, etc., must be entered.
  - Refer to “Unit Inventory List”: Office and other equipment (especially serialized numbered equipment, list serial number), vehicles (VIN), camping gear, etc.
  - When updating inventory to show items that have been distributed or disposed of, follow these steps:
    - Click EDIT next to the item you are updating.
    - Change the quantity to show the correct number still in inventory,
    - In the notes field state whether the item was:
      - Disposed of because – unserviceable or broken. Note: It is a good idea to upload photos of items to show damage if recording a disposal.
      - Distributed – fundraiser/auction item
      - Distributed – issued to YM or RA
      - Lost/stolen
    - Once documented, click the SAVE button.

- Invoice History: Displays all current and paid invoices.

- Rust Insurance Agency: Electronic Special Event Questionnaire required for any unit or YM activity taking place outside of Unit’s regular drill location as listed in Unit Demographics.

Step-by-step YMDBS tutorials are available in Admin folder of Library.

Record Maintenance

- Select Registered Adult

Landing Page: Individual adult records can be viewed and maintained.
• Select Young Marine Landing Page: Individual Young Marine records can be viewed and maintained.

Data Entry

Almost all activities will be entered using this menu item. The data types available are:

- Unit Activity
- Community Service (Public Color Guards are entered here)
- Drug Demand Reduction
- Swim Qualification
- Training Subjects
- Gear
- Non-YM Awards
- Non-YM Activities
- Leadership Assignments
- Leadership Schools (Entered by National Headquarters)
- Guidebook Completion Exam
- Rank
- Adult Awards

PFT’s and PFT Imports - Every Young Marine is required to take the Physical Fitness Test at least twice per year; once between January 1 and June 30 and once between July 1 and December 31. Scores may be entered individually in “PFT’s” or using the up-loadable PFT Import sheet.

- Minimum passing score is 200 for YM Recruit, Private, Private First Class and Lance Corporal
- Minimum passing score is 250 for YM-Corporal and above
- Every passing score qualifies YM for Physical Fitness ribbon award with appropriate device
- Use of Excused Events is for medical reasons only
  - Do not use if YM misses a PFT due to absence
YM Award & Batch Entry - See Awards Manual for all award qualifications.

- YM Award enables individual awards to be entered
- YM Award Batch Entry allows one award entry for multiple Young Marines

YM Status Matrix - Helps track three important categories in YM’s record book

- Drug Demand Reduction (DDR) Hours
- Physical Fitness Tests (PFT)
- Community Service Hours

YM Promotion Matrix – Helps track Young Marines’ requirements progress toward next promotion:

- Billets (Leadership Assignments)
- Awards
- Leadership Schools
- Guidebook Completion
- Guidebook Completions Exams
- Performance Objectives (Training Subjects)
- PFT Scores

Discharge a Young Marine (RAM Ch. 9.9)

Types of Discharges. There are two types of discharges, a Young Marine Discharge and a Young Marine Retirement. The following discharge criteria are to be followed when a Young Marine leaves the organization. REGISTERED ADULT MANUAL (Revised 5/2013) Pages 9-5 and 9-6.

a) Young Marine Discharge. Young Marines are authorized to be presented the official discharge certificate from the organization upon fulfilling the following;
   i. The Young Marine has more than one (1) complete year but less than five (5) years in the organization.
   ii. The Young Marine has no serious disciplinary infractions since joining the organization

b) Young Marine Retirement. Young Marines are authorized to be presented the official discharge certificate along with official retirement certificate from the organization upon fulfilling the following;
   i. The Young Marine has at least five (5) years of consecutive service
   ii. The Young Marine has earned at least two (2) Good Conduct Awards
   iii. The Young Marine has earned the Drug Demand Reduction (DDR) Ribbon appropriate to rank they hold
   iv. The Young Marine has no serious disciplinary infractions since joining the organization

c) Requests for discharges are made to the Unit Adjutant. Adjutant will verify years of service and other requirements listed above. The unit shall award certificates in a manner that is typical of celebration. Preferably, discharge should be awarded in front of Young Marine’s unit, in formation, with appropriate pomp and ceremony. A short biography of the Young Marine’s time in the organization could be read and any awards due the Young Marine should be presented as well. For retirements, unit may want to add a cake following the formation or other celebratory items/events. In either case, these proceedings should be indicative of the Young Marine’s career.
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This is also a good time to turn over the hard copy file of the Young Marine’s record book to the YM (if 18) or the parents/legal guardian(s).

d) The Young Marine Discharge and the Young Marine Retirement certificates are located in the YMDBS under the Forms/Reports menu item.

Young Marines who do not qualify for a Discharge or Retirement shall be placed in Inactive Status until Re-Registration removes them from the unit roster.

To Discharge a Young Marine in the Database:

1. Select **Record Maintenance**.

2. Select the **Landing Page** of Young Marine to be discharged.

3. Select **Discharge Young Marine** from Profile Actions.

4. Select **Reason** for the discharge from the dropdown.

5. Enter **Notes** regarding discharge. Select **Save**.
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NOTE: This action is final once Save is selected. If a discharge is mistakenly entered, please contact Young Marines National Headquarters for assistance.

6. Certificates can be generated in YMDBS. Select Forms/Reports, then Certificates, then select Award, Appreciation, Discharge, Promotion, and/or Retirement certificates to be printed. Each certificate is generated in Microsoft Word and is editable and customizable. If any questions or need for assistance, please contact YMNHQ.

Fall In

From the Fall In! ‘Dashboard’, Young Marines are able to view their individual records, access the library, take practice tests, check promotion eligibility, submit Esprit articles, and more. To enter Fall In! online, go to https://members.youngmarines.com/login on either a computer or mobile device. Login by entering Young Marine’s First Name, Last Name and Pin. Pin number is last four digits of Social Security Number.

Forms

Adjutants are required to keep on file an original of all National Headquarters forms. All forms are available in the Library located in YMDBS or youngmarines.com. The forms are:

- Federal Tax Identification and 501(c)3 letter
- Volunteer Registered Adult Application (YMRAFORM1)
- YM Recruit Enrollment Package
  - YMFORM1 – Recruit Enrollment
  - YMFORM2 – Young Marine Contract and Obligation
  - YMMEDFORM1 – Authorization for Medical Treatment
  - YMMEDFORM2 – Health History
  - YMMEDFORM3 – Physical Examination (To be completed by physician)
- YMFORM3 – Administrative Remarks Log
- YMFORM4 – Young Marines Re-Registration Form
- YMFORM5 - Standard Activity and Training Form (for use at higher HQ events)
- YMMEDFORM4 – Sick Bay Log/Medication Log
- YMMEDFORM5 – Injury Report
- YMMEDFORM6 – Attending Physician’s Statement
- YMMEDFORM7 – Immunization Exemption Form
- YMMEDFORM8 – Medication Incident Report
- YMFORM6 – Incident Report
- YMFORM6A – Incident Report Follow Up
- YMFORM6B – Incident Report Statement
- Change of Command Notice
- Official Termination of Unit Form
- Registered Adult Unit Transfer Request Form
- Rust Insurance Policy and Forms
- Young Marines National Headquarters Directory

*Additional forms are located in the Library.
*Notification of forms updates will be posted in YMDBS on the Unit Home Page. Please use most recent version of all forms.
The following forms must be updated annually or as required by change in information to include updating information in the YMDBS:

- YMFORM2 – Updated annually
- YMFORM4 – Updated annually or as required by change of information
- YMMEDFORM1 – Updated annually
- YMMEDFORM2 – Updated annually
- YMMEDFORM3 – Updated annually on or about physical exam anniversary date.
- Medical Insurance Card – (Copy of front and back of card) – as required by change of information

Current contact information for all YMs, parents/legal guardians, staff, support organizations, donors, and event points of contact, and emergency numbers must remain current and available to staff for any situation that may arise. Contact information cannot be over emphasized. This includes home/work/cell & alternate emergency telephone numbers for each YM; primary email address, residence address, etc.

SPACES Process

Slots fill quickly – Communicate information to all in the unit, plan, and confirm with parents that they understand eligibility, costs, possible costs (unaccompanied minor fees charged by airlines) plus penalty costs should YM withdraw from event (non-emergency) and Register Early!

Registration success for SPACES depends on the Young Marines unit staff communicating with the Young Marines and their parents/guardians prior to registration to ensure YMs are qualified for the event desired and agree to the costs.

Suggested unit steps for announcing SPACES events:

- When the SPACES Manual comes out in October share the link and information with the Young Marines and have a parent/guardian meeting to tell them about SPACES.
  - EXPLAIN to Young Marines and parents/guardians:
    - The descriptions of each event and dates.
    - The minimum qualifications (age, rank, time in program (TIP), PFT, and other requirements)
    - The application fee.
      - EXPLAIN the application fee includes transportation (airfare, but not unaccompanied minor fees, baggage, and food while traveling), lodging, and meals!

Just an FYI….. YMNHQ’s gets numerous phone calls and emails asking, “When do we need to pay for the airplane ticket?” Of course, the answer is: “You don’t! The airfare is included in the application fee!”

- When it is time for registration for SPACES:
  - Make sure the Young Marines are able to attend the entire event – check and re-check dates! Check dates to make sure they don’t conflict with family vacations or mandatory school functions!

The last thing YM National Headquarters wants is for a Young Marine’s parent to call YMNHQ in a panic when they get their child’s itinerary email and they have to CANCEL because they didn’t “realize” that they won’t be in town because they have a vacation planned, or there is a mandatory school function. Since that parent has decided to cancel…. That just took a spot away from another Young Marine
because there isn’t time to fill that vacancy in the SPACES event! Additionally, the parent will have to reimburse YMNHQ’s for the plane ticket.

Be prepared for the registration process before January. Visit the website members.youngmarines.com for instructions, events, descriptions and requirements.

- Mouse over PROGRAMS in the top menu bar to get the drop-down menu.
- Then, click on SPACES
- You will be brought to the screen below:

Clicking on the SPACES logo will bring you to the current SPACES document containing all the registration and application procedures, event descriptions, costs, timelines and packing lists.

Once in the document, you will “Click Here” next to How do I apply? You will be brought to the “SPACES Application Process.” Follow the directions to register the unit’s Young Marines and Registered Adults for SPACES events.

Prior to starting the application process ensure the online record books are up to date.

- Please refer to the SPACES Manual for qualification requirement including:
  - Enrollment date - Must have one year in YM program by start of the SPACES event
  - Rank – Record book must show that the Young Marine has met all requirements for the ranks they have held and currently hold
  - Leadership Schools
  - PFT scores
  - Required quarterly DDR training
  - Required billets for each rank held
  - Any additional requirements listed in event descriptions (i.e., age, swim qualification, etc.)
  - Use the YM Status Matrix, YM Promotion Matrix, and School Eligibility Matrix in the database
Young Marines Adjutant Manual

- After registration, Young Marine is set to PENDING - What comes next:
  
  o After registration and the Young Marine is set to pending… Their name and the event will be posted on the Unit’s dashboard in the YMDBS. This is where instructions will be available to proceed with event registration via UltraCamp website. These instructions will also be emailed to the parent/guardian.
    
    • Directions need to be read and followed
    • Everything is filled out on the computer – NOTHING is handwritten, except for occasional documents needed from third parties and/or requiring signature. Completed and signed documents may be scanned and emailed.
    • The unit staff needs to be available to parents to answer their questions. If the staff doesn’t know the answer… then the staff will need to ask HQ.

- After UltraCamp registration is complete and Young Marine is CONFIRMED – What comes next:
  
  o Explain to parents/guardians that they will be receiving an email from CONCUR TRAVEL with their Young Marine’s Travel Itinerary. The email they listed on the Travel Profile will be where the itinerary is sent.
  o Since these reservations are made months before the actual event there are sometimes changes. Anytime there is a change – flight number, arrival time, or departure time, an email will be sent from AMERICAN EXPRESS GLOBAL BUSINESS TRAVEL. Parents must be conscientious of this and make sure they have the most current itinerary when it is time for the Young Marine’s departure.
  o Sometimes flights are cancelled. There is no need to panic. YMNHQ will get the same email and will take care of rescheduling the flight and a new itinerary will be sent.
  o At this point… If the parent/guardian has questions about the itinerary, unaccompanied minors, etc….. They can email the HQ’s staff member that made the reservation (included on email of itinerary).
  o Once a Young Marine is ticketed, they cannot be canceled after 24 hours without charges. If the Young Marine cancels from the event at this point the unit will be responsible for reimbursing National Headquarters for the airfare.
  o Explain to parents/guardians that the non-refundable application fee includes airline flights, lodging and meals. Parents/guardians are responsible for any additional costs that may be charged at the ticket counter for unaccompanied minor fees and checked baggage fees imposed by the airlines. Unaccompanied minor fees must be paid round trip at the time of departure from home airport. It is the parent’s responsibility to make all unaccompanied minor arrangements with the airline. YMNHQ will provide the name of the adult picking up the Young Marine. Young Marines must have monies to pay for checked baggage for return flight. YMNHQ is not responsible for these charges.
  o If parents choose to put their child in unaccompanied minor status, when it is optional, they must notify YMNHQ.

  NOTE - If a parent changes the Young Marine’s flight or the Young Marine leaves the event for any reason, this will be at the expense of the parent.
Young Marines are ready to go…
  - The UC and/or RA’s make sure the Young Marines are prepared.
  - They have the SPACES Event’s Clothing and Equipment List and they have everything they need.

- If a Young Marine is flying, make sure they understand what to expect with checking in, security and TSA (the no-go’s and restrictions), if they have connecting flights and a layover. Talk to the Young Marines if they have a layover…. Pay attention to announcements and gate changes, keep everything with them – do not leave anything lying around – EVER!
- IF a Young Marine misses their flight…. They are going to call their parent/guardian and then their parent/guardian can call the UC. The Young Marines will then call their contact from the event or call the contact number they have for YMNHQ. So HQ can help coordinate

Again…. This is only being mentioned because it has happened! Young Marines sitting at gate but miss connecting flight because they weren’t paying attention and/or flight was moved to a different gate. Young Marines miss flight because they believe there is plenty of time and decide to stop and sit down somewhere for lunch… and missed flight.

That’s it... Almost. “Repeat” the same policies for flying home. Finally, parents/guardians will pick up their Young Marines after their summer’s adventure, challenge, or academy and hear about all the wonderful memories that were made! As a courtesy … Communicate that the Young Marine is home! The Young Marines will be given direction in regards to who to contact and how (phone, email, text). Next – encourage them to write an article for the Esprit magazine!

Thank you for your taking on the necessary role of Adjutant and your continued commitment to strengthening the lives of America’s youth. If you have any questions or concerns, please contact your Chain of Command or Young Marines National Headquarters for assistance. Check the database often for forms and materials updates. You may also visit the library for additional materials about the Young Marines Database and unit administration.
DUTIES & CONTACTS:

- **Unit Administration, National Awards, and Command (Div 1, 2, 3)**
  - Joe Venable
  - National HQ Deputy Director
  - joe.venable@youngmarines.com
  - 800-717-0060 x207

- **Drug Demand Reduction, DEA Awards, Unit Administration and Command (Div 4, 5, 6)**
  - Joe Lusignan
  - Deputy Director-West, National Drug Demand Reduction Officer (DDRO)
  - joe.lusignan@youngmarines.com
  - 800-717-0060 x209

- **Adjutant Duties and Responsibilities, Adult Volunteer Applications, and Database Administration**
  - Patricia Borka
  - Director of Administration
  - patricia.borka@youngmarines.com
  - 800-717-0060 x204
    - Kaylyn Lonergan
    - Administrative Assistant for Database Management and Public Relations
    - kaylyn.lonergan@youngmarines.com
    - 800-717-0060 x208

- **Training, DOM Awards, Awards Manual, YM Guidebooks, and SPACES**
  - Alvin Hendricks
  - Acting Director of Training
  - training@youngmarines.com
  - 800-717-0060 x203
    - Alvin Hendricks
    - Training Coordinator
    - alvin.hendricks@youngmarines.com
    - 800-717-0060 x202

- **Young Marines University**
  - Kaylyn Lonergan
  - Acting Director of Education
  - education@youngmarines.com
  - 800-717-0060 x201

- **Invoices, Payments**
  - Mike Tracy
  - Director of Finance
  - mike.tracy@youngmarines.com
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