

Performance Objective 8: Leadership

Enabling Objectives:

1. **Duties and responsibilities of the YM MSgt / YM 1stSgt**
 2. **Duties and responsibilities of the YM MGySgt / YM SgtMaj**
 3. **Filling adult billets as Young Marines**
 4. **Prepare documentation for an award**
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In this chapter you will learn the roles of the above ranks and the importance they play in a sound unit. Earning one of these ranks requires drive, desire, and motivation. These ranks are not given lightly, they are reserved for the best of the best. Are you one of those?

E.O. 1 Duties and Responsibilities of the Young Marine Master Sergeant and Young Marine First Sergeant

1. In a unit there is only one billet of unit Young Marine 1st Sgt. The duties of the unit Young Marine 1st Sgt are as follow:
 - a. Retention – In this role, you are responsible for trying to keep your Young Marines in the program. If you suspect a Young Marine may be thinking of leaving the unit, you should set time aside to sit with them and find out what it is that is driving their decision. It may be something legitimate like work or sports, but it could also be a problem with someone else in the unit that you can fix and retain that Young Marine.
 - b. Promotions – When promotions are in order, it is the responsibility of the unit 1st Sgt to arrange the promotion, call those being promoted forward, read the promotion warrants, and post the recipients after the promotions take place.
 - c. Promotion Boards – Unit 1st Sgt's usually sit on promotion boards. When a Young Marine has been selected for promotion, you should arrange the board, in connection with the unit Executive Officer who also sits on the board. The unit XO will provide details of the board to you and you will make it happen.
2. As a Young Marine 1st Sgt or a Young Marine MSgt, the other unit billets you can hold are:
 - a. Young Marine Recruit Instructor
 - b. Parade Commander
 - c. Administration (assisting an adult billet)

E.O. 2 Duties and Responsibilities of the Young Marine Sergeant Major and Master Gunnery Sergeant

1. In the Young Marine unit, there is only one billet of unit Young Marine Sergeant Major.

The duties of the unit SgtMaj are as follows: Work closely with the unit commander to ensure the smooth operation of the unit.

- a. Assist the unit commander with all inspections.
- b. The SgtMaj is considered the “dad and mom” to his Young Marines. You should always look out for their well being and never allow them to be put in danger. The unit SgtMaj knows the program like the back of their hand. They have all the answers to all the questions. When in the field with other units, the SgtMaj makes liaison with the other unit SgtMaj and irons out such details as chow, training sites, etc. When the “old man” (unit commander) is not present, you are the motivator your unit depends on.
- c. Awards and Certificates – As it is the job of the unit Young Marine 1stSgt to handle promotions, it is your job to handle any awards or certificates being given to your Young Marines. You would perform this in the same manner the unit 1stSgt performs promotions.

While performing the duties above as the unit Young Marine Sergeant Major, you are authorized to wear the Young Marines Sergeant Major insignia. Upon completion of this tour (3 to 6 months), you would revert back to wearing the Young Marine Master Gunnery Sergeant insignia. The next Young Marine in line would then be given the opportunity to be the unit Young Marine Sergeant Major. When you are discharged from the Young Marines, you will be discharged as a Young Marine Sergeant Major.

In addition to the above requirements, a Young Marine filling the billet of Unit Young Marine Sergeant Major must serve as the Young Marine Sergeant Major for one of the following:

- 1) An encampment on the battalion, regimental, or division level as authorized by the commanders of those levels.
- 2) Advanced, Senior, or Junior Leadership school hosted by National Headquarters.
- 3) Any approved SPACES program hosted by National Headquarters such as Civil War Adventure, or one of the ACE programs.

Remember, it is your responsibility to search out the above events and submit for the position. You must serve in one of these positions to receive credit for serving as a Young Marine Sergeant Major.

2. As a Young Marine MGySgt or a Young Marine SgtMaj, the other billets you can hold are:

- a. Young Marine Recruit Instructors
- b. Parade Commanders
- c. Public Relations (voice for the unit when dealing with the media)
- d. Administration (filling an adult billet)

E.O. 3 Filling adult billets as Young Marines

1. You noticed in the previous two Enabling Objectives, that administration was listed as one of the other billets YM8's and YM9's can perform. This section covers that.
2. The duties that can be performed are:
 - a. Unit Young Marine Sergeant Major YM9
 - b. Unit Executive Officer Assistant YM9
 - c. Unit Adjutant Assistant YM8 / YM9
 - d. Unit Paymaster Assistant YM8 / YM9
 - e. Unit Training Assistant YM7 / YM8 / YM9
 - f. Unit Supply Assistant YM7 / YM8 / YM9
3. The above areas can be performed by you with the qualified adult overseeing in a "correction only" basis.

Unit Young Marine Sergeant Major

As the unit Young Marine Sergeant Major you are responsible to the unit commander. The unit commander may assign any part of their duties to you. Some of these duties may include but are not limited to:

- Opening and closing formations/ceremonies.
- Performing promotions and awards ceremonies.
- Attending staff meetings on the unit level or higher
- Being the point of contact for the unit for specific matters
- Being the point of contact for the unit during multi unit encampments.

Unit Executive Officer Assistant

As the unit Young Marine Executive Officer Assistant you are responsible to the adult unit executive officer, or the unit Young Marine Sergeant Major if there is one. You may perform all or some of the duties of the unit executive officer. Specific duties will be approved by the adult unit commander. Some of these duties may include but are not limited to:

- Sitting on all promotions boards for the unit.
- Setting up, operating, and attesting to all physical and health fitness tests.
- Assuming the duties of the unit Young Marine Sergeant Major in their absence.

Unit Adjutant Assistant

If you are performing the duties of the Unit Adjutant Assistant, you cannot make entries into Young Marine record books, as you are not permitted access to any personal information on your Young Marines. The adult unit adjutant is responsible

for this, however you can assist the adjutant with other duties that do not require access to the Young Marine record books. These duties are determined by the unit commander and the unit adjutant jointly.

Unit Paymaster Assistant

If you are performing the duties of the Unit Paymaster Assistant, you cannot sign checks as this is an adult responsibility. There are other duties that you can perform in the way of reconciliations of the statements, being involved with the expenditure of funds for encampments, etc. or even putting together budgets for encampments and other activities. You could even be given the responsibility for collecting and depositing funds from fundraisers, dues, etc. This will also help you to understand how bank accounts work.

While you are performing as the unit adjutant assistant or the unit paymaster assistant, you must always have a registered adult present.

Unit Training Assistant

As a Young Marine Unit Training Assistant you are responsible to the adult unit training officer. You may perform some or all of the duties of the training officer. This will be determined by the adult unit commander and the adult unit training officer jointly. Some of these duties may include but are not limited to:

Creating training schedules

Creating unit annual, quarterly, and monthly training plans.

Setting up annual, quarterly, and monthly specialized and refresher training for adults and senior Young Marines.

Making contact with and setting up such training as drug resistance training, first aid training, and other training that may require outside sources such as fire/police personnel, hospital/EMT personnel, etc.

Unit Supply Assistant

As the Young Marine Unit Supply Assistant you are responsible to the adult unit supply officer. You may perform some of all of the duties of the supply officer. This will be determined by the adult unit commander and the adult unit supply officer jointly. Some of these duties may include but are not limited to:

Inventory of unit equipment

Receiving and issuing of unit equipment

Ordering unit equipment

Maintaining stock control of equipment

As a senior Young Marine holding any position, your number one mission is always the safety and well being of your Young Marines. If you cannot guarantee that, do not allow the training or activity to commence.

Remember, when you serve in a billet you serve at the pleasure of the adult unit commander.

PERFORMANCE QUALIFICATION REVIEW

Performance Objective 8: Leadership

E.O. No.	Enabling Objective Description and Performance Requirement	Authorized Evaluators Signature
1	Duties and Responsibilities of the Young Marine Master Sergeant and the Young Marine First Sergeant	
a.	Successful in performing retention duties.	
b.	At the request of the unit SgtMaj, arranges and sits on promotion boards	
c.	Is knowledgeable as a Young Marine Assistant Recruit Instructor	
d.	Knows how to form the unit for parade functions	
e.	Understands the administration billets available to be held, and has held at least one.	
f.	Successfully performs as the unit Young Marine First Sergeant for a period of 3 to 6 months.	
2	Duties and Responsibilities of the Young Marine Master Gunnery Sergeant and the Young Marine Sergeant Major	
a.	Works closely with the unit commander to ensure the smooth operation of the unit.	
b.	Assists the unit commander with inspections.	
c.	Knows all aspects of the Young Marine program from a Young Marine perspective.	
d.	Handles all awards and certificate presentations in conjunction with the unit commander.	
e.	Understands the administration billets available to be held, and has held at least one.	
f.	Successfully performed as a Young Marine Sergeant Major for 3 to 6 months and held this billet at one of the approved encampments or Nationally sponsored events as listed in this section. (Documentation should be attached)	
3	Filling adult billets as Young Marines	
a.	Successfully performs the duty of the billet assigned with appropriate adult supervision on a "correction only" basis.	
b.	Always guarantees the safety and well being of the unit prior to any activity.	