

PREFACE

This guidebook is designed to assist you in learning the performance objectives (POs) for the Young Marines Private First Class (YM/PFC) and Young Marines Lance Corporal (YM/LCpl).

As you progress through your career in the Young Marines, you will receive three other guidebooks: Junior, Senior, and Advanced Young Marines Guidebooks. Each guidebook contains additional knowledge for performing, leading, and instructing, that will aid you in becoming a leader in your unit and your community.

This guidebook is also a teaching tool for Senior Young Marines and Adult Volunteers charged with teaching Basic Young Marines.

Upon completion of this guidebook, you should keep it in your personal Young Marines library, as reference material in the future.

The proponent of this publication is Headquarters Young Marines.

Send comments and recommendations to:

Operations Department

Headquarters Young Marines

17739 Main Street, Suite 250

Dumfries VA 22026-3256

In the Young Marines program, you are given opportunities to earn ribbons, visit places you have never been, learn valuable skills, and become a leader. All your accomplishments are kept in your Record Book. To view your online Record Book, go to www.youngmarines.com and click on Login (top right of the home page), and login. Check your record book periodically to ensure it is up to date. If you find errors, please notify your Unit Commander.

Contributors

Basic Guidebook, Version 2

Kayla Nakano, Education Manager HQYM

Heather Briley-Schmidt, Assistant Operations Officer and Editor HQYM

Special Contributors

Chris Chinchilla, Unit Commander Quartz Hill Young Marines

Walter Oliff, Deputy Director Young Marines Alumni Association

Focus Group Participants

Joe Despines, Hanover Area Young Marines

Erin Paredes, Quantico Young Marines

Kirk Ross, LCpl Caleb John Powers Young Marines

Stephanie Ross, LCpl Caleb John Powers Young Marines

J.D. Williams, Quantico Young Marines

Rob Willis, Southern Maryland Young Marines

Review Team

George Biedenbender, Division 2 Commander

Joe Lusignan: Past Deputy Director West and DDRO 2014-2020

Hugh Rico: Past Division 4 Commander 2018-2019

Wilson Lee, Deputy Director East Coast

Col William Davis, USMC Ret., National Executive Director

Table of Contents

Young Marines Vision, Mission, Guiding Principles, Objectives, & Motto

Part One: YM/PFC Requirements

Chapter 1 – Close Order Drill _____ Page 4

PO.1 – Close Order Drill

- EO.1 – March in Double Time
- EO.2 – March in Mark Time
- EO.3 – March at the Half Step
- EO.4 – Execute the Halt
- EO.5 – March at the Route Step

Chapter 2 – General Knowledge _____ Page 12

PO.2 – General Knowledge

- EO.1 – Pass a Uniform Inspection
- EO.2 – Identify the Rank Structure of the Young Marines
- EO.3 – Identify and Explain Key Features of the Young Marines Program
- EO.4 – Know and Understand Military Terms and Marine Jargon

Chapter 3 – Field Skills _____ Page 16

PO.3 – Field Skills

- EO.1 – Pack and Carry Individual Clothing and Equipment
- EO.2 – Demonstrate Hiking Techniques
- EO.3 – Tie a Knot
- EO.4 – Explain How to Prevent and Treat Exposure Injuries and Illnesses
- EO.5 – Recognize Environmental Hazards
- EO.6 – Demonstrate a Concern for the Environment

Chapter 4 – Navigation _____ Page 34

PO.4 – Navigation

- EO.1 – Explain the Basic Principles of Map Reading

Chapter 5 – Healthy, Drug-Free Lifestyle (HDL) _____ Page 37

PO.5 – Healthy, Drug-Free Lifestyle (HDL)

- EO.1 – Explain the Young Marines' Stance on a Healthy, Drug-Free Lifestyle

Chapter 6 – Public Speaking _____ Page 39

PO.6 – Public Speaking

EO.1 – Write and Recite an Elevator Speech

Chapter 7 – Leadership _____ Page 41

PO.7 – Leadership

EO.1 – Define Leaders and Team Members

Chapter 8 – United States History and Citizenship _____ Page 43

PO.8 – United States History and Citizenship

EO.1 – Define Citizenship and the Responsibilities of Good Citizens

EO.2 – Provide a Short History of the United States Flag

EO.3 – Demonstrate Proper Flag Etiquette

Chapter 9 – Fitness, Health, and First Aid _____ Page 46

PO.9 – Fitness, Health, and First Aid

EO.1 – Identify the Definition, Importance, and Components of Physical Fitness

EO.2 – Pass the Young Marines Physical Fitness Test (PFT)

EO.3 – Explain the Difference in Healthy and Unhealthy Foods

EO.4 – Pursue a Healthy Lifestyle

EO.5 – Recognize and React to Emergency Medical Situations

Part Two: YM/LCpl Requirements

Chapter 10 – Close Order Drill _____ Page 55

PO.1 – Close Order Drill

EO.1 – Complete Corrective Movements

EO.2 – Form a Column from a Line

EO.3 – Execute Column Movements

EO.4 – March to the Rear

EO.5 – Execute Directional Movements

Chapter 11 – General Knowledge _____ Page 67

PO.2 – General Knowledge

EO.1 – Recite the Young Marines' Hymn

EO.2 – Identify Key Events in Young Marines History

EO.3 – Identify the Personal, Achievement, Service, and Qualification Awards

EO.4 – Observe Military Customs and Courtesies

Chapter 12 – Field Skills _____ Page 72

PO.3 – Field Skills

- EO.1 – Apply Principles of Outdoor Tools Safety
- EO.2 – Demonstrate Stove and Lantern Safety
- EO.3 – Explain Protocols for Camp Preparation
- EO.4 – Light a Fire
- EO.5 – Assemble a Survival Kit
- EO.6 – Discuss the Principles for Outdoor Cooking, Storage, and Water Procured in the Field
- EO.7 – Participate in Unit or City-Wide Conservation Efforts

Chapter 13 – Navigation _____ Page 87

PO.4 – Navigation

- EO.1 – Locate a Specific Point on a Map Using a Four-Figure Grid Reference
- EO.2 – Navigate Familiar Terrain with the Use of a Map

Chapter 14 – Healthy, Drug-Free Lifestyle (HDL) _____ Page 90

PO.5 – Healthy, Drug-Free Lifestyle

- EO.1 – Educate Peers on the Importance of Being Drug Free

Chapter 15 – Public Speaking _____ Page 91

PO.6 – Public Speaking

- EO.1 – Prepare and Construct a Basic Speech
- EO.2 – Demonstrate Basic Speech Techniques
- EO.3 – Utilize Visual Aids
- EO.4 – Prepare for Audience Questions
- EO.5 – Give a Speech

Chapter 16 – Leadership _____ Page 98

PO.7 – Leadership

- EO.1 – Discuss Positive Leaders
- EO.2 – Reflect on Leadership Experiences

Chapter 17 – United States History and Citizenship _____ Page 101

PO.8 – United States History and Citizenship

- EO.1 – Explain the Type of Government in the United States
- EO.2 – Perform Community Service

PO.9 – Fitness, Health, and First Aid

- EO.1 – Commit to a Personal Physical Fitness Program
- EO.2 – Pass the Young Marines Physical Fitness Test (PFT)
- EO.3 – Explain Factors Relating to Weight Loss and Gain
- EO.4 – Demonstrate Understanding of Basic First Aid

Appendices

- Appendix A – Types of Maps _____ Page 111
- Appendix B – Basic Young Marine Billet Opportunities _____ Page 113
- Appendix C – Basic Leadership Evaluation Form _____ Page 116
- Appendix D – Public Speaking Evaluation Form _____ Page 117
- Appendix E – Community Service Form _____ Page 118
- Appendix F – PFT Score Charts _____ Page 119
- Appendix G – Additional Uniform Regulations _____ Page 128
- Appendix H – Uniform Inspection Form _____ Page 150
- Appendix I – Promotion Matrix and Sign Off Sheet _____ Page 151

Introduction

The Young Marines organization is supported by the following vision, mission, guiding principles, objectives, and motto.

Vision To earn and preserve a reputation as a leader in youth development and proponent of a healthy, drug-free lifestyle

Mission The mission of the Young Marines is to positively impact America's future by providing quality youth development programs for boys and girls that nurture and develop its members into responsible citizens who enjoy and promote a healthy, drug-free lifestyle

Guiding Principles

- The health, welfare, and safety of the Young Marines are paramount.
- We value our volunteers and will provide them with the tools they need to succeed
- We will never forget that this program is for our youth. We will uphold the Marine Corps' core values of Honor, Courage, and Commitment
- We pledge to the parents to serve as positive role models to their children
- We get by giving

Objectives

- Promote the physical, moral, and mental development of its members
- Advocate a healthy, drug-free lifestyle through continual drug prevention education
- Instill in its members the ideals of honesty, fairness, courage, respect, loyalty, dependability, attention to duty, love of God, and fidelity to our country and its institutions
- Stimulate an interest in and respect for academic achievement and the history and traditions of the United States of America
- Promote physical fitness through the conduct of physical activities including participation in athletic events and close order drill

Motto "Strengthening the lives of America's youth."

Young Marines Code of Conduct

Article I: I am an American youth, proud of my country and our way of life. I am prepared to dedicate myself to educating others and myself in the history, traditions, and institutions thereof. I will do my best to live by the Marine Corps' core values of Honor, Courage, and Commitment as well as the Young Marines' core values of, Leadership, Teamwork, and Discipline.

Article II: I will never let another Young Marine down of my own accord. If in-charge, I will do my best to ensure the safety and well-being of those for whom I am responsible. I will immediately report any suspicious activity or behavior to a registered Adult Volunteer.

Article III: If I am offered drugs, alcohol, or tobacco products, I will politely resist and refuse. I will make every effort to stay clear of situations involving gangs, drugs, alcohol, and tobacco. I will not get involved in the same. I will also aid my friends and schoolmates to stay clear of similar situations.

Article IV: I will always be loyal to my fellow Young Marines. I will make no statements nor take part in any action that may bring discredit to my God, country, family, and Young Marines. If I am the senior present, I will take charge. If not, I will obey the lawful orders of those senior to me and support them in every way.

Article V: When asked about the Young Marines program, I will answer questions politely, respectfully, and to the best of my ability. If I am asked a question I do not know the answer to, I will refer the person asking the question to a registered Adult Volunteer. I will never give information I am not certain of nor mislead those who are seeking information about the Young Marines program.

Article VI: I will never forget I am an American Youth and therefore the future of America, privileged with the freedom won and kept by the blood of those who fought to ensure our freedom. I am responsible for my actions and dedicated to the principles that made my country free.

Young Marines Rights

A Young Marine in good standing has the right to:

- Attend scheduled unit meetings, events, and activities that are purposeful, planned, and organized
- Meet in a safe, drug and tobacco-free environment under the supervision of registered Adult Volunteers
- Be treated with firmness, fairness, dignity, and compassion
- Have opportunities to succeed and excel
- Report any inappropriate action by other Young Marines or Adult Volunteers
- Make any matter of dissatisfaction to their parents or legal guardian who may then discuss the matter with the Unit Commander or address it directly to the next higher headquarters
- Receive a copy of the Young Marines' Esprit Magazine in the Fall, Winter, Spring, and Summer
- Eight hours of uninterrupted sleep except under the conditions of standing fire watch while on any outing or encampment with the Young Marines
- Have at least 20 minutes to consume each meal
- Attend sick call
- Attend scheduled religious services
- Make and receive emergency phone calls
- Make head calls
- Use medication as prescribed by their doctor or permitted by their parent or guardian

Part One:

YM/PFC Requirements

Chapter 1 – Close Order Drill

PO.1 – Close Order Drill

- EO.1 – March in Double Time
- EO.2 – March in Mark Time
- EO.3 – March at the Half Step
- EO.4 – Execute the Halt
- EO.5 – March at the Route Step

One of the first things you learned as a recruit were the basic Individual Drill Movements. Now that you are a Young Marine Private, you will need to study this chapter well as you progress through Close Order Drill movements. As recruits, you learned very basic, individual movements to build a foundation for your skills. Now you will learn movements that will allow you to move in sync and as a team with your fellow Young Marines. These movements are also used to instill discipline by having you move when you are directed to without having to think about it or ask questions.

There are two words of command you will be given while conducting Close Order Drill. One is called the **preparatory command**, and the other is called the **command of execution**.

The **preparatory command** is the command that tells you to get ready to do something. The **command of execution** is the command that tells you to do it.

Throughout this chapter all preparatory commands will be in small letters, and the commands of execution will be in caps or all big letters. Here is an example:

squad, ATTENTION. Squad is the preparatory command, and attention is the command of execution.

right, FACE. Right is the preparatory command, and face is the command of execution.

EO.1 – March in Double Time

During Recruit Training, you learned the Quick Time March which is the term for marching at a regular pace or with a regular cadence. Cadence is the number of steps per minute or the “beat” you march to. Quick Time cadence is 120 steps or beats per minute.

Double Time is the term for running or jogging. Regular cadence in Double Time is 180 steps or beats per minute. A regular step in Double Time is thirty-six (36) inches for adults. In the Young Marines, the Platoon Sergeant may adjust the length of the steps for shorter Young Marines.

In most cases, marching will begin from the halt – a stationary position – with Young Marines standing at Attention. The command will be given with the following phrase:

“double time, MARCH” with the preparatory command being “double time,” and the command of execution being “MARCH.”

Upon hearing the command, follow the steps below:

- At “double time,” shift the weight of your body to the right leg without noticeable movement.
- On “MARCH” sharply take a slightly longer than normal step to the front with the left foot.
- Simultaneously raise the forearms to a horizontal position along the waistline, fingers closed and knuckles out.
- Continue to march, taking slightly longer than normal steps, swinging your arms in their natural arc across the front of your body until given another command.
- Make sure you keep the same distance between you and the Young Marine in front and to the right of you. You should always be in line with the Young Marine to your right.

EO.2 – March in Mark Time

Mark Time is the term for marching in place without moving forward or backward. Regular cadence in Mark Time is 120 steps or beats per minute just as in Quick Time, but instead, you will take vertical steps to march in place.

This command can be given from a halted position or while marching and will be given as follows:

“mark time, MARCH.” The preparatory command is “mark time,” and the command of execution is “MARCH.”

Upon hearing the command, follow the steps below:

- At “mark time,” shift your body weight to the right leg without noticeable movement.
- On “MARCH,” take a two-inch, vertical step (measured from the ball of the foot to the deck) in place with your left foot. The heel should be four inches from the deck.
- At the same time, begin swinging your arms six inches to the front and three inches to the rear of your leg.
- Continue marching in place at Quick Time cadence, taking two-inch vertical, alternating steps, swinging your arms six inches to the front and three inches to the rear of your legs until given another command.
- Make sure you keep the same distance between you and the Young Marine in front and to the right of you. You should always be in line with the Young Marine to your right.

The command can also be given while marching in Quick Time. In this case, follow the steps below upon hearing the command:

- On “MARCH” take one more normal step to the front with your right foot.
- Bring the left foot alongside the right foot as in halt.
- Without losing cadence, take a two-inch vertical step in place with your right foot.
- Continue marching in place at Quick Time cadence, taking two-inch vertical, alternating steps, swinging your arms six inches to the front and three inches to the rear of your legs until given another command.
- Make sure you keep the same distance between you and the Young Marine in front and to the right of you. You should always be in line with the Young Marine to your right.

EO.3 – March at the Half Step

The purpose of half step is to march forward at a Quick Time cadence while taking 15-inch steps (half of the full 30-inch steps). It may be executed when halted, at Attention, or marching forward at Quick Time.

While marching it may be given as either foot strikes the deck. The command is “half step, MARCH.”

If the command is called from the Halt:

- On the command “MARCH,” step off forward in quick time cadence with 15-inch steps. Raise your knees and point your toes as described previously for “Mark Time.” The balls of your feet should strike the deck before your heels. At the same time begin swinging your arms six inches to the front and three inches to the rear as you would in quick time.

If the command is called while marching in **Quick Time**:

- On the command “MARCH,” take one more 30-inch step.
- Begin the 15-inch steps as explained above.

To resume quick time from half step, the command is “forward, MARCH.” It may be given as either foot strikes the deck.

- On “MARCH,” take one more half step.
- Step off at Quick Time.

EO.4 – Execute the Halt

When you “halt,” you stop what you are doing. If you are marching forward, to halt would mean to stop marching forward and come to the position of attention in the direction you are facing. Once you have halted, you will remain at the position of attention until given another command.

The procedure to execute the halt is slightly different depending on if you are marching at Quick Time, Double Time, Mark Time, or at the Half Step, but the command will always be the same:

“Squad, HALT.” The preparatory command is “squad,” and the command of execution is “HALT.”

(Note: The command is given as the left foot strikes the deck.)

While marching in **Quick Time**, the steps are as follows:

- On the count of one, take one more normal step.
- For the second count of halt, take the next step; sharply bring your left heel against the right heel.
- Assume the position until given another command.

While marching in **Double Time**, the steps are as follows:

- For the first count of halt and for your next step, take one more step forward

with your right foot.

- For the second count of halt and for your next step, sharply bring the right heel against the left heel.
- Assume the position of Attention.
- Remain in this position until given another command.

While marching in **Mark Time**, the steps are as follows:

- For the first count of halt and for your next step, take one more vertical step in place with the right foot.
- For the second count of halt, take a vertical step in place with the left foot.
- For the third count of halt and for your next step, take a vertical step in place with the right foot, bringing the right heel smartly against the left heel and assume the position of Attention.
- Remain in this position until given another command.

While marching at the **Half Step**, the steps are as follows:

- For the first count of halt and for your next step, take one more fifteen-inch step to the front with your right foot.
- For the second count of halt and for your next step, sharply bring the left heel against the right heel.
- Assume the position of Attention.
- Remain in this position until given another command.

EO.5– March at the Route Step

The purpose of Route Step is to march over rough terrain or long distances where calling cadence would be inefficient or impractical.

To march at Route Step, the command given is

“route step, MARCH”.

Upon the execution of “MARCH”, cadence is stopped, and the formation is no longer required to stay in step. However, the formation is still required to march with proper technique while maintaining the proper interval and alignment.

To resume marching at **Quick Time**, the command given is “ATTENTION”. Upon the command “ATTENTION”, cadence will resume, and the formation will resume marching in step.

The following objectives are in addition to the requirements to obtain the rank of Young Marine Private First Class. They should be introduced upon the completion of the required Enabling Objectives but will not be required as a sign-off until Young Marines pursue the rank of Young Marine Corporal when the Young Marines will be required to both perform and call the commands for the movements. To help with this process, Young Marines should begin learning the movements as a Young Marine Private seeking the rank of a Young Marine Private First Class.

Open Ranks

The purpose of this movement is to increase the distance between ranks to 70 inches in order to accommodate the movements of an inspection. It may be executed when halted in line at Attention and at normal or close interval. The commands are “at close interval,

- open rank; “MARCH;” “ready, FRONT;” and “COVER.”

When at normal interval –

- On “MARCH,” the front rank takes two 30-inch steps forward, halts, and executes Dress Right Dress.
- The second rank takes one 30-inch step forward, halts, and executes Dress Right Dress.
- The third rank stands fast and executes Dress Right Dress.
- IF there is a fourth rank, it takes two 15-inch back steps, halts, and executes Dress Right Dress.

When at close interval –

- All ranks will execute at Close Interval, Dress Right Dress in place of Dress Right Dress.

The Platoon Sergeant verifies alignment as for dress Right Dress. After verifying the alignment, they face to the right, march three paces beyond the front rank, and one pace to the Guide’s right, halts, faces to the left, and commands “ready, FRONT” and “COVER.” If preparing for inspection, on the command “COVER,” the Platoon Sergeant will take one step forward, right face, and then report to the Inspector.

Close Ranks

The purpose of this movement is to decrease the distance between opened ranks to a normal distance of 40 inches. The command is “close ranks, MARCH” and may only be given when the platoon is at Attention at open ranks. It should be given immediately after the reasoning for opening ranks is accomplished.

On the command of execution, "MARCH" :

- The front rank stands fast.
- The second rank takes one 30-inch step to the front and halts.
- The third rank, simultaneously, takes two 30-inch steps to the front and halts.
- If there is a fourth squad, it takes three 30-inch steps to the front and halts.

Each individual maintains cover and alignment while moving. No dressing movements are executed. After the platoon is inspected, the Platoon Sergeant will return to a position three paces in front of the Guide and halts facing to the front. They would exchange salutes with the Inspector, face to the left, and then command "Close ranks, MARCH." After the command, they will return to their position six paces and centered in front of the platoon.

Eyes Right (Left)

The purpose of eyes right (left) is to demonstrate military courtesy to reviewing officers and dignitaries during parades and ceremonies. The command is "eyes, RIGHT (LEFT)," and is executed in one count at Attention or marching at Quick Time. The command to turn the head back to the position of Attention is "ready, FRONT."

While at the halt or marching –

- On the command of execution, "RIGHT (LEFT)," turn your head smartly and look 45 degrees to the right (left) keeping your shoulders square to the front.
- Only the Unit leader and the Guide salute the reviewing officer or dignitaries.
- On the command of "FRONT," turn your head and eyes smartly back to the front.
- The furthest right squad for "eyes, RIGHT" will remain with their heads facing front, and this will be the opposite for "eyes, LEFT."

To Count Off

The purpose of this movement is to designate the relative position in the ranks of each member of the platoon. It may be executed when the platoon is halted at Attention in a line or column. When in line, the command is "count, OFF;" when in column, the command is "from front to rear, count, OFF."

While in line –

- On the command "OFF," everyone except the Squad Leaders turn their heads 90 degrees over the shoulder and look right.
- The Squad Leaders shout ONE.

- The person in the file to the left of the Squad Leaders turns their head smartly back to the front and shouts TWO. Each subsequent person to the left turns their head back to the front and at the same time shouts the next higher number.

While in column –

- On the command “from front to rear, count, OFF,” the Squad Leaders turn their heads 90 degrees over their right shoulder and shouts ONE as the head is turned back to the front.
- Each subsequent rank turns their heads to the right and shouts the next highest number as the head is turned back to the front.