CHAPTER 1

TRAINING

1. General. The unit, battalion, regiment, or division training officer (TO) is responsible to the appropriate commander for all matters pertaining to the planning, coordination, and execution of training and instruction to the Young Marines of their level. The TO is appointed by and serves at the pleasure of the commander. The candidate must be a registered adult in good standing. The TO will ensure that a current copy of the Training Officers Manual (TOM) and Awards Manual (AM) is available at all regular meetings and encampments. This can be either electronic or printed form. The TO will also ensure that the official unit copy of the TOM and AM is updated as necessary and will keep the unit commander, executive officer, and staff advised of any and all changes to them. The training officer:

   a. Plans all training events for their level.
   b. Publishes an annual and quarterly plan, and monthly training schedule
   c. Coordinates the support for all training events
   d. Ensures all training events achieve the mission and objectives of the Young Marine Program
   e. Ensures all training events maintain the interest and meet the expectations of Young Marines
   f. Ensures all training events meet minimum standards for safety.

2. Purpose. The purpose of the Young Marine training is to accomplish the mission and objectives of the Young Marines program.

   a. 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 nurtures and develops its members into responsible citizens who enjoy and promote a healthy, drug-free lifestyle.

   b. Objectives. The objectives of the Young Marines are to:

      1) Promote the physical, moral, and mental development of its members.
      2) Advocate a healthy, drug-free lifestyle through continual drug prevention education.
      3) 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.
      4) Stimulate an interest in and respect for academic achievement and the history and traditions of the United States of America.
      5) Promote physical fitness through the conduct of physical activities, including participation in athletic events and close order drill.

3. Categories of Young Marines Training. There are three categories of Young Marines Training – National, Unit, and Recruit Training.

   a. National Training Programs. The National Headquarters sponsors four distinct national training programs – Adventures, Challenges, Encampments, and Schools. These programs are generally offered during the summer training period from the second week in May to the second week in August. From time-to-time, the National Headquarters may offer any of these programs during other times of the year. An example would be a winter encampment or winter survival challenge or school.
1) **Adventures.** These are education-based activities for individual Young Marines designed to stimulate an interest in and respect for academic achievement and the history and traditions of the United States of America.

2) **Challenges.** These are high-adventure activities for Young Marines designed to challenge them physically, mentally and morally, build confidence and encourage teamwork.

3) **Encampments.** These are unit activities for Young Marines of all ages overseen by the division commander and supported by the National Headquarters. They are designed to encourage an annual gathering of Young Marine Units within a division, build camaraderie, learn and share ideas, earn unit and personal awards, and compete in friendly competitions.

4) **Schools.** These are education-based activities for individual Young Marines designed to build on the training and education each Young Marine learns from their respective units. Young Marines will be given instruction in a specialized skill and supplemented with other instructions on core values, physical fitness and health, and substance abuse education.

5) **Special Programs.**
   a) **Young Marines Symposium.** This program is for Young Marines selected by the National Executive Director. The purpose of the symposium is to give Young Marines of senior rank an opportunity to meet and discuss issues important to Young Marines and present them directly to the National Executive Director.
   b) **Young Marines Foreign Exchange Program.** This program is for Young Marines that have distinguished themselves and demonstrated an ability to be an outstanding good-will ambassador for the Young Marines Program. The National Executive Director selects the Young Marines who participate. The purpose is to promote the Young Marines Program abroad and give Young Marines the opportunity to visit other countries, learn about the culture and customs, and meet youths from other countries and share ideas.

6) **Application Process.** Young Marines National Programs are open to all Young Marines in good standing who meet the minimum qualifications.
   a) Acceptance is limited by the number of openings in each program and determined by the National Headquarters Staff on a “first come, first served” basis and the application’s completeness.
   b) There is a required application fee, and other fees may be charged based on the event applied for.

b. **Unit Training.** Unit training is the cornerstone of the Young Marines Program. Success results in Young Marines remaining active. And it fulfills their desire to succeed through a challenging, varied, and exciting program that imparts ample knowledge and skills required to successfully advance through the ranks.

1) Volumes can be written on unit training; however, training is generally limited by imagination rather than by resources. Successful unit training programs offer a balanced mix of classroom, field, lecture, and hands-on activities that meet one or more of the five objectives listed in paragraph 2b. Varied activities keep training fresh and Young Marines interested.

2) Unit training is primarily conducted during weekly unit meetings. Training may be conducted any time a Young Marines Unit meet, such as during encampments, field trips, fundraisers, community service project, etc.
c. **Unit Training Meetings.** Unit Commanders may conduct drills one night each week (Monday through Friday) or on a weekend (Saturday or Sunday).

   1) The dates, times, and the length of unit meetings shall be established by the unit commander and announced and published in advance to all Registered Adults, Young Marines and their parents

   2) Changes to established dates, times, and the length of unit meetings whether temporary or permanent shall be announced in advance when practical. Poor planning and execution is never an excuse for inconveniencing others or wasting their time.

d. **Monthly Training Schedule.** The unit commander shall publish a monthly training schedule ten days prior to the first scheduled meeting for each month. At a minimum the monthly training schedule should contain the following:

   1) Unit Commander, Executive Officer, and Training Officer names, addresses, telephone numbers and email addresses (if available).

   2) Month for which the training is scheduled.

   3) **Who.** The participants for the event (ex. YM, unit staff, registered adult, parents, etc.)

   4) **What.** The event and supporting activities (ex. unit meeting, fundraising, encampment, community service, field trip, etc.)

   5) **When.** The day, date, and time of the event (ex. Tuesday, 6 Mar 01, 1800 to 2000)

   6) **Where.** The location of the event (ex. address, building, campground, etc.)

      a) **Instructor.** The primary and secondary (backup) instructors (ex. Mr. Jackson, Primary, Ms Jones, Secondary)

   7) **Reference.** The references required for preparing for the event and supporting activities (ex. Young Marines Basic Guide BYM 2-13.)

   8) **Remarks.** Remarks necessary to clarify or provide special coordinating instructions (ex. required for all Young Marines seeking advancement to Lance Corporal).

e. **Planning Process.** Success comes with good planning. Planning begins with an “end state” in mind for a given period—the year, half-year, quarter, and/or month. The unit commander sets the training agenda and begins the planning process with designated members from the unit and/or support staff. The training planning team under the direction of the unit commander must determine the:

   1) Unit’s training focus during the period

   2) Activities that support the unit’s training focus and whether it supports the five objectives of the Young Marines Program listed in paragraph 2b.

   3) Special resources needed—such as instructors, equipment, transportation, facility, funding, and etc.

   4) Logical sequence of related activities.

   5) Adult volunteers who will prepare, coordinate, and/or assume responsibility for the activities.
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6) Optimal dates for the activities.

f. Recruit Training. The conduct of unit training is generally left to the discretion of unit commanders; however, Recruit Training is regulated by the National Headquarters. The Recruit Training consists of at least a 26-hour curriculum that must be strictly followed to ensure that all Young Marines are taught the same basic fundamentals.

1) Young Marine Recruits must master the basic skills related to and be familiar with the knowledge of the subject matter listed below as found in the Basic Guide Book:
   a) PO1 – Close Order Drill – EO 1a, 1b, 1c, 1d, 2a, 2b, 3a, 4a, 4b, 4c, 11a, 11b
   b) PO2 – Essential Subjects – EO 1a, 2a, 2b, 2c, 3a, 4a, 6a, 6b, 8a (terms in grey shade)
   c) PO3 – Qualified Field Skills – EO 1b, 8a, 8b, 8c, 8d, 8e
   d) PO4 – Map & Compass – EO 2a, 2b, 2c, 2d, 2e
   e) PO5 – Drug Resistance – EO 1a
   f) PO6 – Public Speaking – No requirements for recruit training
   g) PO7 – Leadership – EO 1, 4
   h) PO8 – Citizenship – EO 3, 4
   i) PO9 – Physical Fitness, Health & First Aid – EO 1, 2, 4, 5

2) Units that meet on the weekend may modify the schedule to suit their needs. Units may slightly exceed the 26 hours curriculum; however, they may not reduce any portion of the curriculum to less than 26 hours.

3) Young Marine Recruit training meetings shall be very structured and all Adult Instructors shall abide strictly by the Registered Adults Code of Conduct (RACC). All Young Marine Recruit activities shall be well planned and provide a positive and purposeful experience to the Young Marine Recruits. Meetings should be on time with Roll Call and then continued with the Pledge of Allegiance lead by the unit commander.

   a) The designated instructor shall review the instruction covered during the last meeting with the Young Marine Recruits and immediately transition to the current week’s instruction. Hold a 10-minute break after every 50-minute period.

   b) Following the break, the instructor shall review material covered during the previous period and immediately transition to the next period of instruction. After 35 minutes, cease training and gather for unit commander’s Time. The unit commander or designate passes “The Word” and assigns the week’s assignment.

   c) The meeting ends with the recitation of the Young Marines Obligation and the singing of the Young Marines Hymn.

   d) Below is an example of a weekly training schedule.

<table>
<thead>
<tr>
<th>TIME</th>
<th>EVENT</th>
<th>WHERE</th>
<th>INSTRUCTOR(S)</th>
<th>REFERENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1800 - 1830</td>
<td>Formation, Roll Call, Pledge of Allegiance, Opening ceremonies, PT</td>
<td>Main meeting Hall / PT field</td>
<td>Unit Commander / Adult staff / YM staff</td>
<td>TOM, RAM, Basic Young Marine Guidebook</td>
</tr>
<tr>
<td>1830 - 1920</td>
<td>Instruction: Position of Attention, At Ease, Hand Salute.</td>
<td>Main meeting Hall</td>
<td>Unit Training Officer / Adult staff / YM staff</td>
<td>YM Basic Guidebook, PO1, TOM</td>
</tr>
<tr>
<td>1920 - 1930</td>
<td>Break</td>
<td>Main meeting Hall</td>
<td>Unit Training Officer</td>
<td>Registered Adult Manual</td>
</tr>
<tr>
<td>1930 – 1945</td>
<td>Review previous instruction</td>
<td>Main meeting Hall</td>
<td>Unit Training Officer</td>
<td>YM Basic Guidebook. PO1,</td>
</tr>
</tbody>
</table>
The schedule can be modified to suit the unit’s need however all required enabling objectives as listed in paragraph 3. f. 1) above must be met before the Young Marine recruit can be graduated from recruit training. The balance of the enabling objectives not taught during recruit training is reserved for Young Marine PFC’s and Lance Corporals.

f) Prior to Young Marine recruit graduation, all Young Marine recruits should have taken the PFT. They should also have been fitted for and received their uniform and have been given classes on its proper wear and care. A graduation ceremony should always culminate the Young Marine recruit training and practice for this should always take place prior to. Some things to include in the graduation ceremony are Guest speakers, Presentation of the Honor Recruit Award, Meritorious Promotions, Other special awards, Basic Recruit Ribbon awards, etc. This ceremony should be done with all the pomp and circumstance you can muster as it is a great day for the Young Marine recruits.

4. Physical Training (PT). The Young Marines employ the President’s Challenge as its PFT test. Information on this can be found in chapter 4, sections I, II, and III of the Training Officers Manual. The following is information provided by the Aerobic and Fitness Association of America on Youth Fitness Programs. Fitness professionals recommend the following:

a. Children should have a physical exam prior to participation in an exercise program

b. Ages 8.

1) Focus on increased body awareness, rhythm and coordination, music, memory, further development of motor skills, and hand-eye coordination. A circuit format is ideal for this age group since attention span is short. Include a variety of exercise stations to challenge the individual and isolate different body parts.

2) Encourage activities that include multi-impact movement in combinations to help develop rhythm and muscle memory. Cooperative games are educational too. This age group can benefit from more complex obstacle courses, which incorporate the use of large muscles, locomotive skills, visual perception, spatial awareness, and cognitive and motor functions.

3) Introduce participants to basic sports skills

c. Ages 9 – 11.

1) Design a program to increase physical skills. Combine movement sequence, cardiovascular condition, muscle strength and endurance, flexibility, agility, and balance.

2) Include cooperative games, which enhance social skills and group play (sportsmanship).
3) Introduce fun, low-impact aerobic exercise programs.


1) Stress the components of physical fitness.

2) Circuits and advanced obstacle courses are appropriate.

3) Individual and team sports will interest this age group. Instructors may focus on developing sports skills.

4) Introduce more challenging movement patterns for low-impact aerobic exercises. Include progressive strength training program.

5) Gradually increase intensity and duration of aerobic portion of class until minimum adult standards are met.

6) For older participants, instructors may choose to focus on advanced sports skills and strategies.

5. Trips and Outings. All Young Marines look forward to unit trips and outings.

a. The following are some common sense policies and procedures for ensuring a safe, fun and successful trip or outing.

1) Two-deep Leadership. At least two registered adults of a participating Young Marine unit are required for all trips and outings. Activities involving both male and female Young Marines require male and female registered adults to be present.

2) Transportation. Motor vehicles transporting passengers or carrying equipment must meet state inspection standard.

   a) Seat belts are required for all occupants.

   b) All drivers must be at least 21 years old, possess a valid driver’s license appropriate for the motor vehicle being driven, and have sufficient automobile insurance coverage required by law.

   c) Trucks may not be used for transporting passengers except in the cab. NEVER TRANSPORT PASSENGERS IN THE OPEN BED OF ANY TRUCK.

   d) Driving shall be confined to daylight hours whenever possible and never exceed more than 10 hours of driving per 24-hour period.

   e) Designate a place to meet.

   f) Prepare and provide a strip map with periodic checkpoints stops as a group for all drivers.

   g) If required, plan a daily destination point.

   h) Attempt to provide two adults per vehicle whenever possible. The minimum requirement is one adult and two or more Young Marines—never one on one.

b. Unit Commanders are encouraged to make these trips and outings a regular part of their monthly routine.
6. **General Training Safety.** The first Guiding Principle of the Young Marines Program is “The health, welfare and safety of the Young Marines is paramount.” There is no excuse for sacrificing safety and risking the health and/or welfare of any Young Marine and/or Registered Adult. (Details on Safety, Medical and Risk Management can be found in Chapter 10 – Risk Management, of the Registered Adult Manual)

a. The 16 safety points listed below embodies good judgment and common sense and should be followed stringently without compromise.

1) **Qualified Supervision.** Registered adults who understand and knowingly accept responsibility for the well-being and safety of Young Marines shall supervise every Young Marines activity. The Registered Adult in-Charge (RAC) must have sufficient knowledge, experience and skill in the activity to confidently lead and teach the necessary skills and to respond effectively in the case of an emergency.

2) **Physical Fitness.** The RAC shall ensure that all Young Marines participating in any potentially strenuous activity have a complete health history from a health-care professional, parent, or legal guardian on file with the unit prior to participating.

3) **Buddy System.** It is always best to organize Young Marines into buddy teams consisting, where possible, of same age, and definitely of same gender. At least one person shall be aware at all times of the circumstances involving any outdoor or strenuous activity.

4) **Safe Area or Course.** A key part of the RAC’s responsibility is to know the area or course of activity and determine that it is well suited and free of hazards.

5) **Equipment Selection and Maintenance.** Some activities require specialized equipment. The equipment shall be selected to suit the participants and the activity and include such safety and program features that are required to meet reasonable safety standards established for the activity. The RAC shall inspect all equipment prior to and after the activity to determine its condition and ensure its proper maintenance.

6) **Personal Safety Equipment.** The RAC shall ensure that every participant have and uses the appropriate personal safety equipment required for the activity. Prior to participating in the activity, the RAC shall ensure its suitability, proper fit and serviceability.

7) **Safety Procedures and Policies.** Common-sense procedures and standards are established before the activity to reduce risk. All participants must be aware of all safety procedures and policies involving the activity. The RAC must conduct a formal period of instruction for all participants and ensure their understanding prior to starting the activity. **The first safety policy is that anyone may stop the activity if an unsafe condition exists.**

8) **Skill Level Limits.** Every activity has minimum skill levels. The RAC must identify and recognize the skill level of participants and not put that participant at risk by attempting any activity beyond their abilities.

9) **Weather Check.** The risks of many outdoors activities vary substantially with weather conditions. Potential weather hazards and the appropriate responses should be understood and anticipated.

10) **Planning.** Safe activities follow a plan that is conscientiously developed by the experienced RAC’s or other competent sources. Good planning minimizes risk and builds contingencies for emergencies and changes in plan.

11) **Communications.** The RAC must effectively communicate with participants. A good communication plan provides for administrative and emergency communication. The communication plan should designate the primary and secondary methods of communication. The RAC must have immediate access to all emergency information to include contact...
telephone numbers for each participant and the public emergency response telephone that serve the area.

12) **Permits and Notices.** The RAC must ensure that all requirements for permits, notices, special requests and agreements are met well in advance of the activity. Appropriate notice shall be directed to parents, enforcement authorities, landowners, and others as needed, before and/or after the activity.

13) **First Aid Resources.** The RAC may determine what additional first-aid supplies and equipment are necessary above those required by the unit’s standard operating procedures (SOP) for normal unit activities.

14) **Applicable Laws.** The Young Marines safety policies parallel or go beyond mandates, but the RAC must confirm and assure compliance with all applicable laws, rules, regulations and/or statutes.

15) **CPR Resource.** Because Young Marines are involved in many physically strenuous and high-adventure activities, the potential for life-threatening emergencies are great. The Young Marines strongly recommend that, where possible all Registered Adults and eligible Young Marines be trained in cardiopulmonary resuscitation (CPR). A CPR qualified registered adults should be present at all strenuous activities.

16) **Discipline.** Young Marines are expected to conduct themselves consistent with the principles conveyed in the Young Marines Obligation, Creed, and Core Values. RAC shall treat all participants in the manner decreed in the Registered Adult Code of Conduct (RACC), By-laws, and Registered Adult Manual.
1. **Purpose.** The purpose of this policy memorandum is to establish the updated promotion criteria as set forth in the new guidebooks. It is the responsibility of all registered adult staff to become familiar with this memorandum as well as the four guidebooks. This new criteria should provide a fair and just measure of each individual Young Marine’s ability to be promoted.

2. **Restrictive Promotions.** Promotions to all ranks are restrictive.
   
a. Young Marines must be signed off on all Enabling Objectives listed in the Table of Promotions (Para 6 below) for that rank. Additional restrictions may apply and can be found in the same table under "Required Schools and Other Qualifications". In this section you will see which billets must be filled as part of the promotion requirement for the next rank. A rank billet chart is located at the end of this chapter. Young Marines must still pass the National Promotion Exam at certain points. See the Promotion Table (para 6). Unit Commanders will determine which registered adults and ALS graduates will be the authorized evaluators for the guidebooks. Parents/Guardians are not authorized to sign off on their family member’s guidebooks.

b. Young Marines holding billets on any level are authorized to wear their billeted rank to higher headquarters events.

c. Special consideration will be given to those that are reading impaired. The National exam may be given orally to those Young Marines.

3. **Mandatory Requirements.** The following requirements must be met for promotion.

a. **Oral Promotion Board.** Young Marines must stand an oral promotion board for each promotion. Oral Promotion Boards are conducted in the following manner:

   1) Scheduled and overseen by the unit executive officer.

   2) Members of the oral promotion board at a minimum will consist of the unit executive officer, a Young Marine senior in rank to those standing the board, and at least one other registered adult. (When there is no Young Marine senior in rank, that slot will be filled by a registered adult) The review board will not be comprised of any relatives of Young Marines seeking promotion.

   3) The content of the oral promotion board shall not be questions from the guidebook; rather the board is convened for the purpose of determining if the Young Marine is mature enough for the promotion. In addition, this board should ensure that the Young Marine wears the uniform properly with all ribbons and awards and that the fit is appropriate. Questions asked at this board should be such so as the members of the board can get a clear understanding of what the Young Marine understands being promoted means to them. Questions such as “How will promoting you to YM/Cpl help this unit?”, or “What are your goals in the Young Marine program?” The oral board
is not the place to ask questions from the guidebook that the Young Marine will have to answer on the national promotion exam.

4) Each Young Marine being tested for the same rank shall receive the same questions, tasks, and examinations. The Young Marines Obligation, Young Marine Creed, and the Pledge of Allegiance shall be part of every oral promotion board.

5) Optional – At the end of this promotion policy is the Young Marine Progress Report. This is optional. However, if the unit decides to require the progress report it must be completed quarterly.

b. **Physical Fitness.** Young Marines who are not physically fit must be encouraged in every way to improve their physical fitness. Every improvement of their current PFT score, although short of the minimum standard, should be praised and acknowledged as success. With that in mind, Young Marines who continuously give the effort but come up short while still showing improvement should not be held back from promotions. You may enter a minimum passing score into the database. Remember…reward the effort, not the outcome. This decision lies solely with the unit commander. There will come a time when the Young Marine must have a valid passing PFT score for acceptance to certain national programs. Young Marines should be made aware of this and encouraged to get physically fit so as to accomplish this.

1) **Physical Fitness on the National Level.** National Headquarters will retain criteria for a minimum passing PFT score for selected programs. These requirements will be posted with the programs information. The National Leadership Academy will be one of these programs.

c. **Recommendations for Promotions.** Recommendations for promotions may come from various billets. Young Marines serving in a leadership billet may recommend Young Marines under their charge for promotion to the unit executive officer. Additionally, registered adults serving in a billet may recommend Young Marines under their charge for promotion to the unit executive officer. Please note that there are national requirements that must be met before certain promotions can take place. (See paragraph 2)

1) In addition to the above, the unit executive officer, following the oral promotion board will make their recommendations for or against promotion to the unit commander. The unit commander has the authority to accept the recommendation or render their own.

2) The unit commander must take into consideration the following when recommending a Young Marine for promotion.
   i. Does the Young Marine practice good citizenship and leadership.
   ii. Does the Young Marine participate in school, home, and outside activities.
   iii. Does the Young Marine pass the required PFT’s or show improving effort at each test.
   iv. Does the Young Marine practice good personal and other habits to include regular attendance of scheduled meetings and unit events.
   v. Is the Young Marine mature enough to handle the rank they are being recommended for.
   vi. Has the Young Marine completed and been signed off on all required enabling objectives for the rank they are seeking?

d. In all cases, the unit commander cannot promote a Young Marine unless they have completed the mandatory requirements as listed above.
4. **Meritorious Promotions.** The only meritorious promotion may be those that finish in the top ten percent of recruit training. Meritorious promotions given at the conclusion of recruit training will be from Rct to PFC. The National Executive Director and the Deputy Director reserve the right to meritoriously promote Young Marines.

5. **Grandfather Clause.**

   a. As of 1 October 2005, Young Marines holding the rank of YM/PVT, YM/PFC, and YM/LCPL shall be assigned the Basic Guidebook, and retain their current rank.

   b. Young Marines holding the rank of YM/CPL and YM/SGT shall be assigned the Junior Guidebook and retain their current rank.

   c. Young Marines holding the rank of YM/SSGT and YM/GYSGT shall be assigned the Senior Guidebook and retain their current rank.

   d. Young Marines above the rank of YM/GYSGT shall be assigned the Advanced Guidebook and retain their current rank. Promotions from YM/GYSGT shall be to YM/MSGT, and promotions from YM/MSGT shall be to YM/MGySGT in accordance with the guidebooks and the following criteria;

   i. A YM/MSGT may be assigned the billet of YM/1stSGT in the unit by the unit commander. This tour will be at least 3 months, however, if there are other YM/MSGT’s in the unit that are eligible for the billet, the tour should not exceed 3 months. This will allow other YM/MSGT’s the opportunity to fill the requirement. While filling the billet of unit YM/1stSGT, the Young Marine will wear the YM/1stSGT insignia. Following the completion of the tour, the Young Marine will turn over the insignia to the next YM/MSGT that will be filling the billet. The database administrator for the unit will add the YM/1stSGT leadership assignment to the Young Marines profile. This will indicate that the Young Marine has fulfilled the requirements of the unit YM/1stSGT. Young Marines cannot be promoted to YM/MGYSGT or fill the billet of YM/SGTMAJ without fulfilling the YM/1stSGT billet. Additionally, YM/MSGT’s that have not fulfilled the billet of YM/1stSGT cannot be meritoriously promoted to YM/MGYSGT. There are no promotions from YM/1stSGT as this is a billet, not a rank.

   ii. A YM/MGYSGT may be assigned the billet of YM/SGTMAJ for a unit or higher headquarters billet. Young Marines eligible for this billet will seek them out on the Unit, Battalion, Regiment, and Division levels. Additionally, Young Marines may apply for the billet of Academy YM/SGTMAJ at the National Leadership Academy. The tour of YM/SGTMAJ on higher headquarters levels will be at least 3 months, however, if there are other YM/MGYSGT’s that are eligible for the billet, the tour should not exceed 3 months. This will allow other YM/MGYSGT’s the opportunity to fill the requirement. Completing the 2 weeks at the National Leadership Academy will substitute as fulfillment of the 3 month period. Following the completion of the tour as YM/SGTMAJ, the Young Marine will turn over the insignia to the next YM/MGYSGT that will be filling the billet. Consequently, a Young Marine who is selected as the National Young Marine of the Year, shall, by virtue of the office fulfill their year as a YM/SGTMAJ. Likewise, the selected division Young Marine of the Year will carry the billet of division YM/SgtMaj and wear the appropriate rank for that billet. Upon selection of the new Young Marine of the Year, the billet is relinquished and the Young Marine reverts back to their previous rank. The database administrator for the unit will add the YM/SGTMAJ leadership assignment to the Young Marines profile. This will indicate that the Young Marine has fulfilled the requirements of the YM/SGTMAJ. Young Marines cannot be promoted to YM/SGTMAJ as it is a billet not a rank.

6. **Table of Promotions.** The following tables show the requirements for promotion to each rank. Please note the National Promotion Exam requirements for certain ranks.
# TRAINING OFFICERS MANUAL
## BASIC GUIDEBOOK

<table>
<thead>
<tr>
<th>RANK</th>
<th>ENABLING OBJECTIVES REQUIRED</th>
<th>RESTRICTIVE NON-RESTRICTIVE (TO THE NEXT RANK)</th>
<th>REQUIRED SCHOOLS &amp; OTHER QUALIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YM/PVT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO1</td>
<td>EO1, EO2, EO3, EO4, EO11</td>
<td></td>
<td>Complete Recruit Training</td>
</tr>
<tr>
<td>PO2</td>
<td>EO1a, EO2, EO3a, EO4a,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>EO6a-b, EO8a-terms in grey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO3</td>
<td>EO1b, EO8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO4</td>
<td>EO2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO5</td>
<td>EO1a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO6</td>
<td>None required for this rank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO7</td>
<td>EO1, EO4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO8</td>
<td>EO3, EO4</td>
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<td></td>
</tr>
<tr>
<td>PO9</td>
<td>EO1, EO2, EO4, EO5a-c</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>YM/PFC</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>PO1</td>
<td>EO5, EO6, EO7, EO8, EO9</td>
<td></td>
<td>Earn the Basic First Aid Ribbon Award (PO9, EO5)</td>
</tr>
<tr>
<td>PO2</td>
<td>EO1b-d, EO4b-c, EO6c-d,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>EO8b-terms in white only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO3</td>
<td>EO1a, EO2, EO9, EO10, EO11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO4</td>
<td>EO1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO5</td>
<td>EO1a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO6</td>
<td>None required for this rank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO7</td>
<td>EO2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO8</td>
<td>EO1, EO2,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO9</td>
<td>EO3, EO4, EO5d-e</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>YM/L/CPL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO1</td>
<td>EO10</td>
<td></td>
<td>Earn the Community Service Ribbon Award (PO8, EO5)</td>
</tr>
<tr>
<td>PO2</td>
<td>EO3b-c, EO5, EO6e-f, EO7</td>
<td></td>
<td>Pass the National Basic Exam</td>
</tr>
<tr>
<td>PO3</td>
<td>EO3, EO4, EO5, EO6, EO7,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>EO12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO4</td>
<td>EO3, EO4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO5</td>
<td>EO1a-b</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO6</td>
<td>EO1, EO2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO7</td>
<td>EO3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO8</td>
<td>EO5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO9</td>
<td>EO4, EO5f</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STOP**

Newly promoted Young Marine L/Cpl’s should be given the Junior Guidebook so that they can begin studying for the next rank.

---

**JUNIOR GUIDEBOOK**

<table>
<thead>
<tr>
<th>RANK</th>
<th>ENABLING OBJECTIVES</th>
<th>RESTRICTIVE</th>
<th>REQUIRED SCHOOLS</th>
</tr>
</thead>
</table>

(Revised 5/2011)
### TRAINING OFFICERS MANUAL

#### To obtain the rank of YM/CPL

<table>
<thead>
<tr>
<th>REQUIRED</th>
<th>NON-RESTRICTIVE (TO THE NEXT RANK)</th>
<th>&amp; OTHER QUALIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PO1</strong></td>
<td>E01, E02, E03, E04, E05, E06, E07, E08</td>
<td><strong>RESTRICTIVE</strong></td>
</tr>
<tr>
<td><strong>PO2</strong></td>
<td>E01, E03a-d, E04a-h</td>
<td>Earn the CPR Ribbon Award</td>
</tr>
<tr>
<td><strong>PO3</strong></td>
<td>E01a, E03a, E04a-b, E05a, E06a, E07a-b</td>
<td>Fill the billet of Flag Bearer or Team Leader</td>
</tr>
<tr>
<td><strong>PO4</strong></td>
<td>E02, E03, E04, E06</td>
<td></td>
</tr>
<tr>
<td><strong>PO5</strong></td>
<td>E01a, E02</td>
<td></td>
</tr>
<tr>
<td><strong>PO6</strong></td>
<td>E01, E02a</td>
<td></td>
</tr>
<tr>
<td><strong>PO7</strong></td>
<td>E01, E02, E03, E05, E06, E09</td>
<td></td>
</tr>
<tr>
<td><strong>PO8</strong></td>
<td>E01a, E02a-b, E03a-b</td>
<td></td>
</tr>
<tr>
<td><strong>PO9</strong></td>
<td>E01, E02, E05a</td>
<td></td>
</tr>
</tbody>
</table>

**NON-RESTRICTIVE**

<table>
<thead>
<tr>
<th><strong>RESTRICTIVE</strong></th>
<th><strong>&amp; OTHER QUALIFICATIONS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PO1</strong></td>
<td>E01, E02, E03, E04, E05, E06, E07, E08</td>
</tr>
<tr>
<td><strong>PO2</strong></td>
<td>E01, E03a-d, E04a-h</td>
</tr>
<tr>
<td><strong>PO3</strong></td>
<td>E01a, E03a, E04a-b, E05a, E06a, E07a-b</td>
</tr>
<tr>
<td><strong>PO4</strong></td>
<td>E02, E03, E04, E06</td>
</tr>
<tr>
<td><strong>PO5</strong></td>
<td>E01a, E02</td>
</tr>
<tr>
<td><strong>PO6</strong></td>
<td>E01, E02a</td>
</tr>
<tr>
<td><strong>PO7</strong></td>
<td>E01, E02, E03, E05, E06, E09</td>
</tr>
<tr>
<td><strong>PO8</strong></td>
<td>E01a, E02a-b, E03a-b</td>
</tr>
<tr>
<td><strong>PO9</strong></td>
<td>E01, E02, E05a</td>
</tr>
</tbody>
</table>

### To obtain the rank of YM/SGT

<table>
<thead>
<tr>
<th>REQUIRED</th>
<th>NON-RESTRICTIVE (TO THE NEXT RANK)</th>
<th>&amp; OTHER QUALIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PO1</strong></td>
<td>E09, E010, E011, E012, E013, E014</td>
<td><strong>RESTRICTIVE</strong></td>
</tr>
<tr>
<td><strong>PO2</strong></td>
<td>E02, E03e-i, E04i-o</td>
<td>Earn the Advanced 1st Aid Ribbon Award.</td>
</tr>
<tr>
<td><strong>PO3</strong></td>
<td>E01b, E02, E03b-c, E04c, E05b-c, E06b, E07c-e</td>
<td>Pass the National Junior Exam.</td>
</tr>
<tr>
<td><strong>PO4</strong></td>
<td>E01, E05, E07</td>
<td></td>
</tr>
<tr>
<td><strong>PO5</strong></td>
<td>E01b-c, E03</td>
<td></td>
</tr>
<tr>
<td><strong>PO6</strong></td>
<td>E02b</td>
<td></td>
</tr>
<tr>
<td><strong>PO7</strong></td>
<td>E03, E04, E07, E08</td>
<td></td>
</tr>
<tr>
<td><strong>PO8</strong></td>
<td>E01b-c, E02c-d, E03c</td>
<td></td>
</tr>
<tr>
<td><strong>PO9</strong></td>
<td>E03, E04, E05b</td>
<td></td>
</tr>
</tbody>
</table>

**RESTRICTIVE**

<table>
<thead>
<tr>
<th><strong>RESTRICTIVE</strong></th>
<th><strong>&amp; OTHER QUALIFICATIONS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PO1</strong></td>
<td>E09, E010, E011, E012, E013, E014</td>
</tr>
<tr>
<td><strong>PO2</strong></td>
<td>E02, E03e-i, E04i-o</td>
</tr>
<tr>
<td><strong>PO3</strong></td>
<td>E01b, E02, E03b-c, E04c, E05b-c, E06b, E07c-e</td>
</tr>
<tr>
<td><strong>PO4</strong></td>
<td>E01, E05, E07</td>
</tr>
<tr>
<td><strong>PO5</strong></td>
<td>E01b-c, E03</td>
</tr>
<tr>
<td><strong>PO6</strong></td>
<td>E02b</td>
</tr>
<tr>
<td><strong>PO7</strong></td>
<td>E03, E04, E07, E08</td>
</tr>
<tr>
<td><strong>PO8</strong></td>
<td>E01b-c, E02c-d, E03c</td>
</tr>
<tr>
<td><strong>PO9</strong></td>
<td>E03, E04, E05b</td>
</tr>
</tbody>
</table>

**NON-RESTRICTIVE**

Newly promoted Young Marine Sgt's should be given the Senior Guidebook so that they can begin studying for the next rank.

### SENIOR GUIDEBOOK

<table>
<thead>
<tr>
<th>RANK</th>
<th>ENABLING OBJECTIVES REQUIRED</th>
<th>RESTRICTIVE NON-RESTRICTIVE</th>
<th>REQUIRED SCHOOLS &amp; OTHER</th>
</tr>
</thead>
</table>

STOP
### TRAINING OFFICERS MANUAL

<table>
<thead>
<tr>
<th>Rank</th>
<th>Enabling Objectives Required</th>
<th>(TO THE NEXT RANK)</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>YM/SSGT</td>
<td>P01 E01, E02, E06, E013, E014, E016, E019</td>
<td>RESTRICTIVE</td>
<td>Re-certify in CPR</td>
</tr>
<tr>
<td></td>
<td>P02 E01, E02, E04</td>
<td></td>
<td>Fill the billet of Squad Leader and Platoon Guide</td>
</tr>
<tr>
<td></td>
<td>P03 E01, E04</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>P04 E01, E02</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>P05 E01, E02</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>P06 E01, E02, E04</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>P07 E01, E02, E04, E06, E07</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>P08 E01, E02</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>P09 E01a-c, E02a-e, E02m, E02o, E03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rank</th>
<th>Enabling Objectives Required</th>
<th>(TO THE NEXT RANK)</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>YM/GYSGT</td>
<td>P01 E03, E04, E05, E07, E08, E09, E010, E011, E012, E015, E017, E018</td>
<td>RESTRICTIVE</td>
<td>Attend and pass the National Senior Leadership School or local accredited Senior Leadership School</td>
</tr>
<tr>
<td></td>
<td>P02 E03, E05</td>
<td></td>
<td>(must be entered into database before promotion to YM/GYSGT can be obtained)</td>
</tr>
<tr>
<td></td>
<td>P03 E02, E03</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>P04 E03</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>P05 E03, E04</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>P06 E03, E05, E06</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>P07 E03, E05, E08, E09</td>
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</tr>
<tr>
<td></td>
<td>P08 E03, E04</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>P09 E01d-e, E02f-i, E02n</td>
<td></td>
<td>Fill the billet of Platoon Sergeant and Unit Supply Assistant</td>
</tr>
</tbody>
</table>

**STOP**

Newly promoted Young Marine GySgt's should be given the Advanced Guidebook so that they can begin studying for the next rank.
<table>
<thead>
<tr>
<th>RANK</th>
<th>ENABLING OBJECTIVES REQUIRED</th>
<th>RESTRICTIVE NON-RESTRICTIVE (TO THE NEXT RANK)</th>
<th>REQUIRED SCHOOLS &amp; OTHER QUALIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>YM/MSGT</td>
<td>PO1 EO1, EO2</td>
<td>PO1 EO3, EO4</td>
<td>Attend and pass the National Advanced Leadership School</td>
</tr>
<tr>
<td></td>
<td>PO2 EO1, EO4</td>
<td>PO2 EO2, EO3</td>
<td>Must Re-Certify in CPR</td>
</tr>
<tr>
<td></td>
<td>PO3 EO1, EO2</td>
<td>PO3 EO3, EO4, EO5</td>
<td>(must be entered into database before promotion to YM/MGSGT can be obtained)</td>
</tr>
<tr>
<td></td>
<td>PO4 EO1, EO2</td>
<td>PO4 EO3, EO4</td>
<td>Pass the National Advanced Exam.</td>
</tr>
<tr>
<td></td>
<td>PO5 EO1, EO3, EO4</td>
<td>PO5 EO2, EO5, EO6</td>
<td>Fill the billet of Young Marine First Sergeant and either Unit Adjutant Assistant, Unit Paymaster Assistant, or Unit Training Assistant</td>
</tr>
<tr>
<td></td>
<td>PO6 EO1, EO2, EO3, EO7, EO8</td>
<td>PO6 EO4, EO5, EO6, EO8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PO7 EO1, EO2, EO3, EO4</td>
<td>PO7 EO2, EO4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PO8 EO2, EO3</td>
<td>PO8 EO2, EO3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PO9 EO2, EO3</td>
<td>PO9 EO2, EO3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PO10 EO1, EO3</td>
<td>PO10 EO2, EO4</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE**
Young Marine must meet all requirements as dictated in this policy.
7. **Leadership School Requirements.**

a. Young Marines are required to complete a National or Locally Accredited Junior Leadership School before being promoted to YM/SGT.
   a. Young Marines must have one year in the program prior to applying to a National or Locally accredited Junior Leadership School.

b. Young Marines are required to complete a National or Locally Accredited Senior Leadership School before being promoted to YM/GYSGT.
   a. Young Marines must wait at least 9 months after completion of JLS before attending a National or Locally Accredited Senior Leadership School.

c. Young Marines are required to complete the Advanced Leadership School before being promoted to YM/MGYSGT.
   a. Young Marines must wait at least 9 months after the completion of SLS before attending the National Advanced Leadership School.

d. Young Marines must complete Advanced Leadership School before they can apply for Young Marine Staff at any level schools.
   a. Young Marines may not attend the next level school until 9 months has elapsed from the successful completion of the previous school.

e. Qualifications for all schools
   a. DDR requirements must be complete and entered into the database
   b. PFT requirements must be complete and updated in the database
   c. Ribbons must reflect at a minimum the rank required ribbons and updated in the database.
   d. Leadership Assignments must reflect the minimum required for the rank and updated in the database.
   e. Community Service must be completed and updated in the database to reflect the minimum required for the rank.

8. **Advanced Young Marine Initiatives.** Young Marines that complete the Advanced Guidebook will be authorized for the following.

a. Apply as Young Marine Sergeant Major at any Leadership School.

b. Apply as Young Marine National Staff for the summer SPACES program.

c. Completing the Advanced Guidebook is also a requirement for the D.O.M.

d. Graduates of Advanced Leadership School, with the approval of the unit commander, are authorized to sign off on Young Marine Guidebook Enabling Objectives for those Young Marines under their charge.

9. **National Promotion Exams.** The following national promotion exam requirements will be followed for the purpose of restrictive promotions.

<table>
<thead>
<tr>
<th>Exam Type</th>
<th>Questions</th>
<th>Pass Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Guidebook National Exam</td>
<td>Minimum of 50</td>
<td>70%</td>
</tr>
<tr>
<td>Junior Guidebook National Exam</td>
<td>Minimum of 50</td>
<td>75%</td>
</tr>
<tr>
<td>Senior Guidebook National Exam</td>
<td>Minimum of 50</td>
<td>75%</td>
</tr>
<tr>
<td>Advanced Guidebook National Exam</td>
<td>Minimum of 100</td>
<td>80%</td>
</tr>
</tbody>
</table>
## Young Marines PERSONAL PROGRESS REPORT

### School Evaluation

<table>
<thead>
<tr>
<th>Polite and attentive to Teachers and others?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Making an effort compatible with their ability?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Completes assignments on time and work turned in on time?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is neat in appearance and cares for personal belongings?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Contributes to the class or activity regularly?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### Additional Comments:

**Print name of person preparing this document and School Name**

**Teacher’s Signature and Date**

---

## Home Evaluation

<table>
<thead>
<tr>
<th>Polite and attentive to Parents?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Takes responsibility in caring for own room?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Takes care of own clothing?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Does homework on time without urging?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Does household chores without urging?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has shown improvement in behavior since joining?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has shown improvement in behavior since last report?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### Additional Comments:

**Print name of person preparing this document**

**Parent’s Signature and Date**
<table>
<thead>
<tr>
<th>Category</th>
<th>Excellent</th>
<th>Good</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Personal Appearance</td>
<td></td>
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<tr>
<td>Attention to Leaders</td>
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<tr>
<td>Leadership Abilities</td>
<td></td>
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</tr>
<tr>
<td>Attention to details</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YM subjects knowledge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributes to Platoon</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Works well with others</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Is YM promotable at this time</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Print name of Platoon Commander

Signature and Date
# RANK BILLET CHART

<table>
<thead>
<tr>
<th>Billet Assignments</th>
<th>YM Rct</th>
<th>YM Pvt</th>
<th>YM PFC</th>
<th>YM LCpl</th>
<th>YM Cpl</th>
<th>YM Sgt</th>
<th>YM SSgt</th>
<th>YM GySgt</th>
<th>YM MSgt</th>
<th>YM MGySgt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Member</td>
<td></td>
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<tr>
<td>Flag Bearer</td>
<td></td>
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<td></td>
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<tr>
<td>Team Leader</td>
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<tr>
<td>Color Guard Rifleman</td>
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<tr>
<td>Assistant Squad Leader</td>
<td></td>
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<tr>
<td>Squad Leader</td>
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<td>Platoon Guide</td>
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CHAPTER 3
YOUNG MARINE RECRUIT TRAINING SOP

1. **Situation.** The purpose of this manual is to provide policy and instructions for the conduct of recruit training. The Performance Objectives required by each recruit for successfully completing recruit training are found at the end of this document.

2. **Mission.** Young Marine recruit training is conducted in order to teach the Performance Objectives necessary to become a basically trained Young Marine who can succeed in school, at home, and in the Young Marine program, thereby becoming a quality citizen in society.

3. **Execution.**
   a. **National Executive Directors Training Philosophy.** We must remember that we are not training Marines, but children. Consequently, the goal must be to provide them with a training environment that will allow them to develop a sense of confidence and self-respect. Simultaneously, we must ensure a disciplined and structured training atmosphere.
   
   b. **National Executive Directors Intent.** Young Marine recruit training is the third phase of a five-phase process (Parents informational night, recruit enrollment, recruit training, recruit skills testing, graduation). The intent is to provide an opportunity for youth to be basically trained Young Marines who are imbued with the desire to succeed in life through living it as a member of this respectable organization. One of the goals that are fundamental to our vision is to mold a healthy drug-free, disciplined, Young Marine who stands for honor and integrity while simultaneously reinforcing these values to those under their charge and sharing this philosophy with their friends.
   
   c. **Concept of Operations.** Young Marine Recruit Training is a 26-hour entry-level training program designed to provide the necessary skills to graduate and become a Young Marine. Young Marine Recruit Training occurs in these phases:
      
      1) **Processing.** Includes receiving and approving all necessary documents prior to forming. This includes proper submittal of the registration forms to National Headquarters.
         a) Review of the Young Marine recruit's medical information to determine any special needs.
         b) Haircuts (male only). Young Marine recruits that need haircuts should be informed of such at the enrollment meeting.
         c) Review of the Young Marine contract. Do this by having the Young Marine Recruit in the presence of their parent/guardian and a registered adult, read back their contract. Discreetly grade the Young Marine Recruit with a grade of (1), (2), or (3) on their reading skill as indicated below. This will help you determine which Young Marine Recruits cannot read and will require oral testing.
            (1) Unable to read
            (2) Some reading ability but requires assistance
            (3) Able to read on their own and understand the contents of the Young Marine Guidebook and other written materials such as examinations
         d) Provide some initial indoctrination into the Young Marine way of life such as how to answer when spoken to, what to wear to recruit training, and what will be expected of them during this training.
         e) Hold the first Parent Meeting to discuss Recruit Training and answer any questions parents may have concerning this.
         f) Do not perform an initial strength test if the registration package has not been received at National Headquarters. Young Marine recruits must be insured before any training, including strength tests are conducted.
2) **Forming.** Occurs between the completion of the processing period and the start of the regular training schedule as processed Young Marine recruits are formed into platoons. The forming operation can take place with processing if so desired.

3) **Training.** Young Marine recruit training is comprised of not less than 26 training hours. Initial training focuses on building discipline, physical fitness, basic close order drill, and mastery of the Young Marine Performance Objectives for recruits.

d. **Tasks**

1) **National Executive Director.**
   a) Approve the registration package for the Young Marine recruit-training platoon.
   b) Sponsor a course content review board (CCRB) annually to review course materials and recommend course improvement.

2) **National Training Director.**
   a) Supply appropriate resources to units for successful training of Young Marine recruits.
   b) Provide updates to all Young Marine recruit-training resources.

3) **Division, Regimental, Battalion Commanders.**
   a) Monitors the Recruit Training process within your Area Of Responsibility (AOR).
   b) Ensures the safety of all Young Marine recruits by periodic inspections of units conducting recruit training.
   c) Ensures that only registered and qualified adults are training Young Marine recruits.

4) **Unit Commanders.**
   a) Ensures the constant safety of Young Marine recruits by closely monitoring Recruit Training, inspecting training sites, equipment, and personnel.
   b) Ensure all registered adults training Young Marine recruits understand and know the Registered Adult Manual and other documents as required for the safe and successful training of all participants.
   c) Ensures each Young Marine recruit is fully trained before graduating him or her from recruit training.

e. **Coordinating Instructions**

1) **Graduation Criteria.** There are three graduation requirements for the successful completion of Young Marine recruits training.
   a) Be signed off on all required Performance Objectives for recruit training (See Promotion Policy – To Obtain the rank of Pvt).
   b) Perform and record the Young Marine Physical Fitness Test.
   c) Meet the minimum required attendance of not more than 3 excused absences during Young Marine recruit training.

2) **Recycles.** When Young Marine recruits fail to meet a graduation requirement, they must either be recycled or undergo additional instruction to correct the deficiency. **The objective is to provide these recruits an opportunity to achieve the standards necessary for graduation.** Every attempt will be made to allow Young Marine recruits to master the required subjects. Because of the frequency in which Young Marine recruit trainings are held, recycling a recruit should only be done when they fail the required attendance for graduating. Anything else can be accomplished through additional instruction rather than recycling.

3) **Waivers.** The Unit Commander is granted waiver authority for those unique cases in which an otherwise qualified Young Marine recruit could be technically barred from graduation.

4) **Separation.** When attempts to bring deficient Young Marine recruits to satisfactory levels of knowledge, conditioning, discipline, or skill have failed, the Unit Commander has the authority to separate the recruit from the Young Marine organization. This should only be undertaken after all other avenues have failed.
f. **Training Execution**

1) **General.** All who are associated with the training of Young Marine recruits must ensure this vital process is conducted in a professional manner. Hazing, maltreatment, abuse of authority, or other illegal alternatives to leadership are counterproductive practices and are expressly forbidden. Registered adults in supervisory positions are strictly charged to treat all Young Marine recruits firmly, fairly, and with dignity and compassion, and will be held accountable for their actions. All registered adults will ensure that they are familiar with the Registered Adult Manual as well as any other documentation required by National Headquarters or any other office in their chain of command.

2) Young Marine Recruit Training is **not** Marine Corps Boot Camp, and should not be treated as such. Profanity is never acceptable in any situation. Remember, Praise in public, but reprimand, when you must, in private.

3) Because Young Marine recruit training can get loud, and there are parents who will not understand these training methods. Unit commanders will schedule a parents night prior to the start of recruit training, or during sign-ups to inform the parents that there will be yelling, and its purpose is to drive home important points as well as get the undivided attention of all at the same time. Yelling will not be directed to any one individual. The Young Marines is not an in your face scared straight program.

4) Young Marines serving in an instructor training capacity must be supervised by a registered adult at all times.

5) Ensure that all Young Marine recruit training staff has reviewed the medical documentation on each and every Young Marine recruit prior to the start of training. They must know which recruits can and cannot perform certain commands and exercises. All registered adults are responsible for the safety of the Young Marine recruits as well as their training.

g. **Training Day.** A training day consists of one on which formal training per the approved documentation found herein takes place. The training days will be numbered consecutively from the first training day, and will not include processing or forming days. The length of a training day is defined as the period of time beginning with the first period of instruction and ending with the conclusion of the last period of instruction.

h. **Basic Daily Routine.** The basic daily routine will consist of Roll Call, Pledge of Allegiance, COD instruction/review, Physical fitness training, classroom instruction/review, unit commander’s time, assignments, closing formation to include the Young Marines Obligation and Creed. Ample breaks will be given throughout the training day.

i. **Sleep. (If overnight training is conducted)** Young Marine recruits will be permitted eight hours of uninterrupted sleep per night. The only exceptions to the aforementioned policy can occur when a recruit is required to stand fire-watch.

j. **Young Marine Recruits Rights.** The following rights are fundamental to the welfare of all Young Marine recruits while in training and will not be denied.

1) Eight hours of uninterrupted sleep, except under those conditions described in paragraph 3.i.
2) 20 minutes to consume each meal.
3) Attend sick call.
4) Attend scheduled religious services.
5) Speak with the unit commander or any registered adult at any time.
6) Make and receive emergency phone calls.
7) Make head calls
8) Use medication as prescribed by a doctor or permitted by their parent or guardian per reference (a), appendix D.
4. Administration and Logistics

a. Personnel Qualification

1) The unit commander will establish a training course for adult instructors assigned to Young Marine recruit training duties. Local hospitals, fire/police departments or schools can assist with this course. This course will serve as indoctrination to the recruit training process and will include at a minimum, the following items:
   a) Basic First-Aid
   b) Cardio-Pulmonary Resuscitation (CPR)
   c) Detecting the onset of medical problems, i.e. heat casualties, frostbite, and other extremity injuries.
   d) Knowledge of the Registered Adult Manual (RAM), and the Young Marine Guidebooks
   e) Counseling Techniques
   f) Stress Management
   g) Basic Close Order Drill
   h) Basic Physical Training
   i) Safety Training
   j) Basic Field Survival Training

2) Young Marine recruit adult instructors must successfully complete the course and any refresher training as required by higher headquarters or the unit commander.

b. Supervision

1) Young Marine recruit adult instructors must pay strict attention to the supervisory requirements as set forth in the Registered Adult Manual (RAM), chapter 9, paragraph 8c, (1), (2), (3).

2) When there are female Young Marine recruits, the platoon must have a registered female adult on hand in accordance with the Registered Adult Manual (RAM), chapter 4, paragraph 2e, Female Staff Advisor.

3) Young Marine recruit adult instructors, at all levels, will be constantly alert for recruits with physical, mental, or other difficulties. Recruits who attempt to harm themselves, harm others, or run away, will remain in the presence of adult instructors until the parents can retrieve them. Registered adult personnel will, in the event of injury, contact the unit Corpsman and provide immediate first-aid if necessary.

4) Each Young Marine recruit will receive an interview from the unit commander or his/her designate at least once during the training cycle. This interview will provide the recruit the opportunity to discuss personal problems, performance levels, and to voice grievances without fear of reprimand, intimidation, or repercussions.

c. Meritorious Recognition. Unit commanders are authorized to promote up to 10% (rounded to the lowest whole number) of the total strength of the graduating Young Marine recruit platoon, as long as the recruits being considered meet the necessary requirements for graduating recruit training. Meritorious promotions will be from Pvt to PFC.

5. Command and Signal

a. Signal. This document is effective as of the date signed by the National Executive Director, and will remain in effect until cancelled or updated.

b. Command. This document is applicable to all Young Marine units conducting recruit training. The unit commanders are responsible to the National Executive Director for the overall accomplishment of Young Marine recruit training in accordance with this directive.
6. **Recruit Performance Objectives**

The Young Marine Recruit must be signed off on the following enabling objectives from the Basic Young Marine Guidebook. These are the objectives required to graduate recruit training and become a Young Marine Private. These are the only objectives that need to be taught during recruit training.

**Performance Objective 1**
Enabling Objectives: EO1, EO2, EO3a, EO4, EO11a-b.

**Performance Objective 2**
Enabling Objectives: EO1a, EO2, EO3a, EO4a, EO6a-b, EO8a (terms shaded in grey in the basic guidebook)

**Performance Objective 3**
Enabling Objectives: EO1b, EO8.

**Performance Objective 4**
Enabling Objectives: EO2.

**Performance Objective 5**
Enabling Objectives: EO1a The required quarterly training for this EO must be met as a recruit.

**Performance Objective 6**
No Enabling Objectives required from this section for recruit training

**Performance Objective 7**
Enabling Objective: EO1, EO4.

**Performance Objective 8**
Enabling Objectives: EO3, EO4.

**Performance Objective 9**
Enabling Objectives: EO1, EO2, EO4, EO5a-c.
Basic Drill Techniques for Recruit Training

The best training tool you have is to lead by example. If you want your recruits to stand at attention properly, then you and your staff must do the same at all times. Require your staff to march and execute movements in the same manner you are teaching your recruits.

**Explain, Demonstrate, Perform, And Review.** Using this method, your recruits will learn better, faster, and retain the information taught. Add to this yourself and your staff performing accordingly, and you will be successful in training good Young Marines.

**Speak clearly.** As much as you want to sound like a Drill Instructor, young children will not always understand you. If you want them to perform a “left face”, then give the command loud enough for all of them to hear, slow enough for them to react appropriately, and clearly enough so they will understand the command.

There are examples of recruits that could not hear from the last squad because the instructor was not loud and clear enough. In another case, a recruit was deaf.

Always face your platoon/squad/detail when giving commands. Additionally, you should “know your troops”. In the case of the deaf recruit, the instructors and the recruit worked out a simple “recruit sign language” for facing movements and head calls, to name a few. No recruit should be made to “stand out” in the face of his or her peers in an adverse light. (See the RAM Chapter 2, Page 4, Paragraph 5a, and Chapter 2, Page 5, Paragraph 1, 1a, 1b, 1c, 2, and 3 for more information on the above)

During recruit training, everything taught should be explained fully to the Young Marine recruits. When for example, you are teaching the position of at ease, you should explain what its purpose is. See the example below. Never assume your recruits will automatically know what everything means or why they do it.

**EXAMPLE**
(For purposes of this example, assume that your recruits know the position of attention)

This block of instruction will be on the position of “at ease”.

The purpose of this position is to allow you to rest in an orderly fashion. You may make adjustments to your clothing and equipment while in this position, but you must keep your right foot in place. There is no talking while in this position.

The command used to get you into this position is “at ease”. I will now give the command “at ease” to my assistant who will demonstrate the proper movements.

(Instructor gives the command to his assistant who executes the move)

You will notice that upon the command “at ease”, my assistant moved his left leg to the left approximately shoulder distance (show them), and at the same time moved both arms behind his back where he has joined his hands in this fashion (show them), keeping his fingers straight and interlocking his thumbs. You will notice the fluid motion he used as he performs this command. Do not lock your knees and keep your back straight. We will demonstrate once again. (Demonstrate again using the assistant)

(Ask if there are any questions concerning this movement) If need be, demonstrate again until your recruits understand the basic principle of the movement.

I will now give the command “at ease”. You will execute the movement in the manner in which you were instructed.
(Give the command and observe the movement) Explain about anticipating commands if this happens and if need be demonstrate the move again with your assistant. Always end the training session with the recruits performing the move.

(Once they have a basic understanding of the movement, explain some situations where this would be used).
One example of using this position would be during closing formation, when the commander is giving out assignments or “passing the word”.

The only position you can go to from “at ease” is “attention”.

Give the command and have the recruits execute the movement. Do this again during the review phase of the schedule. Give a command other than attention while they are in the position of at ease. Correct those that move, and again explain that they can only be given the command “attention” from “at ease”.

(Remember, there is no substitute for practice and leadership)
CHAPTER 4
SECTION I: YOUNG MARINE PHYSICAL FITNESS PROGRAM (PFP)

1. General. Every Young Marine must be physically fit, regardless of age and rank. Fitness is essential to the day-to-day living. Furthermore, physical fitness is an indispensable aspect of Young Marine leadership. The habits of self-discipline required to gaining and maintaining a high level of physical fitness are inherent to Young Marines and must be a part of the character of every Young Marine. Young Marines who are not physically fit must be encouraged in every way to improve their physical fitness. Every improvement over the current PFT score, although short of the standard, should be praised and acknowledged as success.

2. Responsibility. In order to maintain continuity of Young Marine physical fitness standards, the procedures in this chapter will be used for developing and administering the unit commander’s physical fitness training and test. It is the responsibility of unit commanders to provide a minimum of two physical fitness tests per year conducted in the manner outlined by this chapter.

3. Objectives. The Unit’s PFP should focus on health, fitness, and unit cohesion rather than preparation exclusively for the PFT. The Program should reflect the following objectives to:

a. Improve current physical fitness level.
b. Raise your awareness of importance of physical fitness.
c. Motivate participation in physical fitness activities.
d. Create an interest in physical fitness as a life-long activity.

4. Physical Condition. The definition of physical fitness is subjective to those defining it. The Young Marines Program considers physical fitness to be the ability of Young Marines to meet the physical demands of ordinary and extraordinary situation without undue fatigue. To achieve this state of physical fitness, physical conditioning should incorporate the components and principles listed below.

a. Components of Physical Conditioning. To capitalize on those components that can benefit conditioning efforts, the following categories of exercises should be included in both individual and unit PFPs:

1) Strength. Muscular strength refers to the ability of the muscular system to move the body through resistance. Many associate strength training with progressive resistive exercises using weights and machines. However, the ability of a Marine to effectively handle their own body weight should be a prerequisite before integrating strength training with machines into their program. This can be accomplished through the Daily 16 Program described in paragraph 4.c.1), and applying the principles listed in paragraph 4.b. Strength training can be broadly separated into two categories, general and specific.

a) General Strength Training. This type of training strengthens the muscular system by focusing on a full body workout for strength and size. In this type of training, the major muscle groups are exercised without a specific task or functional goal in mind. This type of strength training contributes to overall health.

b) Specific Strength Training. This type of strength training is task specific. For example, Marines desiring to climb a rope better would do rope climb training wearing body armor, and focus their strength training on muscles involved in rope climbing. A company of Marines expecting to operate in hilly terrain would focus their strength training primarily on lower body strength.

2) Endurance. Two types of endurance conditioning are needed for a Young Marine to meet the physical demands of combat, aerobic and anaerobic.

a) Aerobic Endurance. Aerobic activity, meaning “in the presence of oxygen,” is categorized by physical demands that are sub-maximal (not an “all out” effort) and involve activity that is continuous in nature (lasting more than 3-5 minutes). Two examples are road marching and long distance running.
b) Anaerobic Endurance. Anaerobic activity, meaning “without oxygen,” is categorized by physical demands that are high intensity and of shorter (less than 2-3 minutes) duration. Examples are rope climbing, most forms of weight lifting, and running short, quick distances.

3) Mobility. Mobility conditioning is geared towards improving quality of movement. Quality of movement depends on the following:
   a) Posture
   b) Balance and stability
   c) Agility
   d) Coordination
   e) Power
   f) Speed
   g) Flexibility

b. Principles of Physical Conditioning. There are several different principles to consider when developing an effective PCP:

1) Progression. Conditioning programs must incorporate a systematic means to increase training load.

2) Regularity. To realize a conditioning effect, training programs must conduct physical conditioning sessions at least 3-5 times per week.

3) Overload. Only when the various systems of the body are overloaded will they become able to handle greater load.

4) Variety. Varying a program from time to time maintains interest and prevents staleness.

5) Recovery. Essential for allowing the systems overloaded during conditioning to adapt and become stronger.

6) Balance. Balanced conditioning programs ensure all the components of physical fitness conditioning (strength, endurance, and mobility) are properly addressed.

7) Specificity. Conditioning that is specific in nature yields specific gains. For example, stationary bike riding is of little value in improving running.

c. Specific PFPs. Units that strive to augment their PFP should use innovative combinations of the types of exercise defined below:

1) Daily 16 Program. The Daily 16 Program is a comprehensive series of warm-up, conditioning, and cool-down exercises replacing the former Daily 7 Program. This all-encompassing program can be incorporated into any unit aerobic or anaerobic conditioning session, or can be used as a conditioning session in of itself. Paragraph 5 contains the Daily 16 Program in detail.

   a) Warm-up Exercises. The Daily 16 warm-up exercises facilitate gradual distribution of blood flow to the muscles, preparing both the cardiovascular and muscular skeletal systems for the exercise session, by effectively targeting both the upper and lower
body. The increased blood flow to the muscles produces a warming effect, increasing the elasticity of the muscles and connective tissue, which is believed to reduce injury.

b) Conditioning Exercises. The Daily 16 conditioning exercises provide a total body workout through the proper execution of traditional calisthenics. Conditioning exercises can be used as a workout session in and of itself, or to augment the main fitness event (e.g., squad ability run or obstacle course).

c) Cool-down Exercises. The Daily 16 cool-down exercises (which are basically the same as the warm-up exercises) allow the body to gradually return to the pre-exercise state.

2) Physical Conditioning. Physical conditioning is comprised of general physical conditioning exercises that will develop and maintain strength, endurance, and the physical skills necessary to sustain a Young Marine each day and for a lifetime. Good examples of physical conditioning that prepares Young Marines to successfully handle all demands of their daily activities that may include load-bearing marches, water survival training, obstacle course, and confidence course.

5. Daily 16 Program.

a. Purpose. The Daily 16 Program is a comprehensive series of warm-up, conditioning, and cool-down exercises; it replaces the former Daily 7. The Daily 16 warm-up exercises facilitate gradual distribution of blood flow to the muscles, preparing both the cardiovascular and muscular skeletal systems for the exercise session, by effectively targeting both the upper and lower body. The increased blood flow to the muscles produces a warming effect, increasing the elasticity of the muscles and connective tissues, which is believed to reduce injury risks. The Daily 16 conditioning exercises include traditional calisthenics that are safe in providing a total body workout, which can vary in duration, degree of difficulty, and level of intensity. The Daily 16 cool-down exercises (the same exercises used in the warm-up) allow the body to gradually return to the pre-exercise state.

b. Scope. There are three different ways the Daily 16 Program can be used during physical training:

1) Daily 16 Warm-up (D16WU). A series of warm-up and dynamic stretching exercises that should be conducted prior to the main activity (e.g., formation run, obstacle course, circuit course, etc.), of every physical training session.

2) Daily 16 Workout (D16WO). A series of conditioning exercises that can be used as augmentation to another conditioning activity (circuit course, Physical Fitness Test (PFT), etc.), or can be used as a conditioning activity in of itself by simply increasing the number of repetitions or by slowing down the execution of the repetition.

3) Daily 16 Cool-Down (D16CD). A series of cool-down exercises that should be used as the final activity of a physical training session.

6. Daily 16 Warm-up and Dynamic Stretching Descriptions.

a. Warm-up Exercises.

1) Heel to Toe Rocking. Starting position is standing with feet together and hands on hips. Rock back onto the heels, pause, then rock forward onto the toes and pause. Repeat 10 to 15 repetitions.

(Revised 5/2011)
2) **Partial Squats.** Starting position is standing with feet shoulder width apart, arms at sides. (1) Keeping the heels on the deck, partially squat until the hands are near mid-calf. The knees should only bend to about 60 degrees, just short of a sitting position (2). Return to the starting position (3). Repeat 10 to 15 repetitions.

3) **Butt Kicks.** Starting position is standing with feet shoulder width apart, hands on hips. Shift weight onto the right foot and quickly bend the left knee five times, bringing the left heel towards the buttocks. Switch legs and repeat. Repeat the whole cycle two or three times, until a total of 15 to 20 repetitions are done on each leg.

4) **Double Time in Place.** Starting position is standing with arms at the sides. Slowly begin to run in place and gradually increase speed. While double-timing, conduct “punches to the front (1)” (throw easy punches to the front of the body). Switch to “punches to the sky (2)” (throw easy punches straight up to the sky). Finish with “arm circles (3)”, (begin small then transition to large arm circles; repeat in other direction).
5) **Neck Flexion and Extension.** Starting position is standing with feet shoulder width apart, hands on hips. Flex the neck forward bringing the chin toward the chest, pause. Extend the head back and pause. Repeat for 5 to 10 repetitions.

6) **Neck Lateral Flexion.** Starting position is standing with feet shoulder width apart, hands on hips. Tilt the head to the left side, bringing the left ear toward the left shoulder, pause. Switch sides and repeat. Repeat for 5 to 10 repetitions.

7) **Trunk Flexion and Extension.** Starting position is standing with feet shoulder width apart, hands on hips (1). Extend the trunk backward bringing a slight hyperextension of the trunk and pause (2). Repeat for 5 to 10 repetitions.

8) **Trunk Lateral Flexion.** Starting position is standing with feet shoulder width apart, hands on hips. Bend the trunk to the left side (1), pause, then switch to the right side (2) and pause. Repeat for 5 to 10 repetitions. Proceed to the Stretching Exercises.
b. **Dynamic Stretching Exercises.**

1) **Upper Back Stretch.** Starting position is standing with feet shoulder width apart. Extend the arms and clasp the hands in front of the chest. Push the arms forward rounding the shoulders and upper back. Hold the position for 10 seconds and breathe naturally. The stretch should be felt over the upper back.

2) **Chest Stretch.** Starting position is standing with feet shoulder width apart. Clasp hands together behind the lower back, palms up. Pull the arms up toward the head. Hold the position for 10 seconds and breathe naturally. The stretch should be felt in the front of the chest and shoulders.

3) **Modified Hurdler Stretch.** Starting position is in the sitting position. Extend the left leg out while tucking the right leg in front of the hips with the knee pointing outward. Bend the torso forward toward the left knee. The stretching should be felt over the back of the left thigh. Hold the position for 10 seconds and breathe naturally. Switch sides and repeat.
4) **Hip and Back Stretch.** Starting position is in the sitting position. Extend the right leg straight out and cross the left leg over the right leg by bending the left knee and placing the left foot on the deck next to the right knee. Turn the upper torso to the left pushing the left knee to the right with the right elbow. Hold the position for 10 seconds and breath naturally. The stretch should be felt over the lower back and left hip. Switch sides and repeat.

5) **Groin Stretch.** Starting position is in the sitting position with both knees bent and the bottoms of the feet together. Grasp the feet and gently push the knees with the elbows toward the deck. Hold the position for 10 seconds and breath naturally. The stretch should be felt over the inside of both thighs.

6) **Calf Stretch.** Starting position is standing with arms at the sides. Place the left foot approximately 2 feet forward and slightly bend the right knee. Lean forward toward the left foot pointing the left toes up to the sky. Hold the position for 10 seconds and breath naturally. Grabbing the left foot and gently pulling it towards you can increase the level of intensity. The stretch should be felt over the left calf. Switch sides and repeat.

7) **Iliotibial Band (ITB) Stretch.** Starting position is standing with arms at the sides. Place the left foot behind and a few inches to the right of the right foot. Bring the left arm over the head. Place your body weight on the left leg and bend at the waist to the right. Hold the position for 10 seconds and breath naturally. The stretch should be felt over the left hip. Switch sides and repeat.
8) Hamstring Stretch. Starting position is lying down with the back flat against the deck. Bring the left knee toward the chest grasping the left leg just below the knee. Gently straighten the left knee and hold for the count. The right leg should remain on the deck. Hold the position for 10 seconds and breath naturally. The stretch should be felt on the back of the left thigh. Switch sides and repeat.

9) Neck Stretch. Starting position is standing with feet shoulder width apart. Move both arms behind the back and grasp the left wrist with the right hand. Tilt the head to the right and pull the left arm to the right. Hold the position for 10 seconds and breath naturally. The stretch should be felt over the left shoulder and left side of the neck. Switch sides and repeat.
10) **Triceps Stretch.** Starting position is standing, arms at the sides. Bend the left elbow and bring the left arm up and back placing the left hand between the shoulder blades. Gently pull the left elbow with the right hand behind the head. Hold the position for 10 seconds and breath naturally. The stretch should be felt over the back of the upper arm. Switch sides and repeat.

![Triceps Stretch](image1)

11) **Quadriceps Stretch.** Starting position is lying down on the left side. Bend the left hip and knee to 90 degrees. Grasp the right ankle with the right hand and pull the right knee straight back. Do not hyperextend the lower back. Hold the position for 10 seconds and breath naturally. The stretch should be felt over the front of the right thigh. Switch sides and repeat.

![Quadriceps Stretch](image2)

12) **Lying Down ITB Stretch.** Starting position is lying down on the deck. Bring the left leg with the knee straight across the body (1). Hold the position for 10 seconds and breath naturally. The stretch should be felt over the left hip. Switch sides and repeat (2).

![ITB Stretch](image3)
13) Posterior Shoulder Stretch. Starting position is standing with feet shoulder width apart, arms at the sides. Bend the left elbow and bring the left arm across the chest. Give a gentle pull with the right hand. Hold the position for 10 seconds and breath naturally. The stretch should be felt over the posterior left shoulder. Switch sides and repeat.

14) Hip Flexor Stretch. Starting position is standing, hands on hips. Step the left foot forward 3 to 4 feet. Place the right knee on the deck. Gently move the left knee forward. Hold the position for 10 seconds and breath naturally. The stretch should be felt over the front of the right thigh and hip. Switch sides and repeat.

15) Single-Leg Lower Back Stretch. Starting position is lying with the back flat against the deck. Bring the right knee toward the chest grasping the right knee. Gently pull the knee tight into the chest. The left leg should remain on the deck. Hold the position for 10 seconds and breath naturally. The stretch should be felt along the lower back to the right buttock. Switch sides and repeat.
16) **Prone Abdominal Stretch.** Starting position is lying on the stomach with the hands placed near the shoulders as if in the down position of a pushup. Slowly raise the upper body, keeping the waist on the deck. Hold the position for 10 seconds and breathe naturally. The stretch should be felt over the abdomen.

![Image of Prone Abdominal Stretch](image)

**c. Daily 16 Conditioning Exercise Descriptions.**

1) **Push-ups.** Starting position is lying on your stomach with hands shoulder width apart, toes on the deck, and elbows, back, and knees straight. On the first and third count, lower the chest to the deck; bend the elbows to at least 90 degrees (1/3). On the second and fourth count, extend the arms back to the starting position (2/4). This exercise conditions the chest, primarily in the anterior shoulder region, and secondarily, the triceps.

![Image of Push-ups](image)

2) **Crunches.** Starting position is lying on the back with the hips bent to 90 degrees and the knees bent, feet off the deck. Bend the elbows to 90 degrees and fold across the chest or rib cage. On the first and third count raise the upper torso off the deck touching the thighs with the forearms (1/3). On the second and fourth count, return to the starting position (2/4). The arms must remain in constant contact with the chest/rib cage when executing the crunch. This should be done in a slow and controlled manner. This exercise conditions the abdominal muscles.

![Image of Crunches](image)
3) **Dirty Dogs.** Starting position is on the hands and knees. On the first and third count raise the left leg to the side, while keeping the knee bent (1/3). On the second and fourth count return the leg to the starting position (2/4). Switch sides and repeat. This exercise conditions the hip abductors.

4) **Wide Pushups.** Starting position is lying on the stomach with hands beyond shoulder width apart, toes on the ground, and elbows, back, and knees straight. On the first and third count, lower the chest to the deck, bending the elbows to at least 90 degrees (1/3). On the second and fourth count, extend the arms back to the starting position (2/4). This exercise conditions the chest, primarily in the anterior shoulder region, and secondarily, the triceps. With the wider hand position, the chest muscles increase their workload.

5) **Dive Bomber Pushups.** Starting position is lying on the stomach with hands and toes on the deck, and elbows and knees straight. The hands will be slightly beyond shoulder width apart. The hips will be raised up and the shoulders will be behind the hands. On the first count, lower the chest down and forward to the deck, the shoulders will be even with the hands (1). On the second count, continue forward extending the elbows where now the shoulders are in front of the hands (2). On the third count, reverse the direction lowering the chest down and back to the deck, the shoulders will be even with hands (3). On the fourth count, continue back and up to the starting position (4). This exercise is
done in a smooth, continuous motion. This exercise conditions the chest and anterior shoulder primarily, and secondarily, the triceps through a greater range of motion.

6) **Elbow to Knee Crunches.** Starting position is lying on the back with the right foot flat on the deck, the left foot crossed over the right knee, and the arms crossed over the chest. On the first and third count, raise the upper torso off the deck rotating to the left touching the right elbow to the left thigh (1/3). On the second and fourth count, return to the starting position (2/4). This exercise should be done in a slow and controlled manner. Switch sides and repeat. This exercise conditions the abdominal muscles with more emphasis on the oblique.

7) **Side Crunches.** Starting position is lying on the left side with the left arm across the chest and right arm along the side of the body. On the first and third count, raise the upper torso and feet off the deck sliding the right hand down the thigh (1/3). On the second and fourth count, return to the starting position (2/4). Switch sides and repeat. This exercise conditions the abdominal muscles with emphasis on the internal oblique and external oblique.
8) **Prone Flutter Kicks.** Starting position is lying on the stomach. On the first count raise the left leg off the deck while the right leg remains on the deck (1). On the second count, lower the left leg to the starting position (2). On the third count, raise the right leg off the deck while the left leg remains on the deck (3). On the fourth count, lower the right leg to the starting position (4). This exercise conditions the muscles that extend the hip and back.

9) **Back Extension.** Starting position is lying on the stomach with hands behind the head. On the first and third count, raise the upper torso and legs off the deck (1/3). On the second and fourth count, lower the upper torso and legs to the starting position (2/4). This exercise conditions the muscles that extend the back.
10) **Donkey Kicks.** Starting position is on the hands and knees. On the first and third count, kick the left leg back and up straightening the knee (1/3). On the second and fourth count, bend the knee and hip bringing the left knee into the chest (2/4). The back should not hyperextend during this exercise. Switch sides and repeat. This exercise conditions the muscles that extend the hip.

![](image1)

11) **Hip Adduction.** Starting position is lying on the left side with the right leg bent setting the right foot in front of the left knee. On the first and third count, raise the straight left leg off the deck squeezing the thighs together (1/3). On the second and fourth count, lower the left leg to the starting position (2/4). The left toes should be pointing straightforward not to the sky. Switch side and repeat. This exercise conditions the muscles on the inner thigh.

![](image2)

12) **Side Leg Raises.** Starting position is lying on the left side with the left knee bent, the hip vertical and the toes on the right foot pointing forward not to the sky. On the first and third count, raise the right leg approximately 18 inches leading with the heel (1/3). The toes will still point forward, not to the sky. On the second and fourth count, lower the right leg to the starting position (2/4). Switch sides and repeat. This exercise conditions the muscles on the side of the hip and thigh.

![](image3)

13) **Steam Engines.** Starting position is standing with the feet shoulder width apart and hands behind the head. On the first count, touch the right elbow to the left knee by bending and raising the left knee and twisting and bending the upper torso to the left (1). On the second count, return to the starting position (2). On the third count, touch the left elbow to the right knee by bending and raising the right knee and twisting and bending the upper torso to the right (3), and on the fourth count, return to the starting position (4). This
exercise should be done in a slow and controlled cadence. This exercise conditions the abdominal muscles, primarily the oblique, and secondarily, the hip and thigh.

14) Lunges. Staring position is standing with the feet shoulder width apart and hands on the hips. On the first count, touch the right knee to the deck by stepping forward with the left foot and bending both knees (1). On the second count, return to the starting position (2). On the third count, touch the left knee to the deck by stepping forward with the right foot and bending both knees (3). On the fourth count, return to the starting position (4). Do not bend the forward knee more than 90 degrees. This exercise should be done in a slow and controlled cadence. This exercise conditions the muscles that extend the hip and knee of the forward leg.
15) **Side Straddle Hops.** Starting position is standing with the feet together and arms at the sides. On the first and third count, jump and land with both feet just beyond shoulder width apart while bringing the hands together overhead (1/3). On the second and fourth count, jump back to the starting position (2/4). This exercise is done in a smooth, continuous motion. This exercise conditions the upper arm, hip, and thigh.

7. **Daily 16 Warm-up/Cool-Down, Stretching and Exercise Cards.**

<table>
<thead>
<tr>
<th>STRETCHING CARD A</th>
<th>EXERCISE CARD 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chest Stretch</td>
<td>1. Wide Pushups</td>
</tr>
<tr>
<td>2. Triceps Stretch</td>
<td>2. Donkey Kicks</td>
</tr>
<tr>
<td>3. Posterior Shoulder Stretch</td>
<td>3. Crunches</td>
</tr>
<tr>
<td>4. Iliotibial Band (ITB) Stretch</td>
<td>4. Dive Bomber Pushups</td>
</tr>
<tr>
<td>5. Modified Hurdler Stretch</td>
<td>5. Dirty Dogs</td>
</tr>
<tr>
<td>7. Quadriceps Stretch</td>
<td>7. Back Extensions</td>
</tr>
<tr>
<td>8. Lower Back Stretch</td>
<td>8. Lunges</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STRETCHING CARD B</th>
<th>EXERCISE CARD 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upper Back Stretch</td>
<td>1. Pushups</td>
</tr>
<tr>
<td>2. Chest Stretch</td>
<td>2. Crunches</td>
</tr>
<tr>
<td>4. Triceps Stretch</td>
<td>4. Diamond Pushups</td>
</tr>
<tr>
<td>5. Posterior Shoulder Stretch</td>
<td>5. Elbow-to-Knee Crunches</td>
</tr>
<tr>
<td>8. Groin Stretch</td>
<td>8. Lunges</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STRETCHING CARD C</th>
<th>WARM-UP/COOL-DOWN CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Active Hamstring Stretch</td>
<td>1. Toe-Heel Rocking</td>
</tr>
<tr>
<td>2. Groin Stretch</td>
<td>2. Partial Squats</td>
</tr>
<tr>
<td>4. Lower Back Stretch</td>
<td>4. Trunk Bends</td>
</tr>
<tr>
<td>5. ITB Stretch</td>
<td>5. Neck Bends</td>
</tr>
<tr>
<td>6. Calf Stretch</td>
<td>6. Run in Place</td>
</tr>
<tr>
<td>7. Neck Stretch</td>
<td>7. Punch to the Front</td>
</tr>
<tr>
<td></td>
<td>10. *Stretch Card (10 seconds)</td>
</tr>
<tr>
<td></td>
<td>11. *Exercise Cards</td>
</tr>
</tbody>
</table>
8. **Circuit Training and Exercise Drills.** Circuit training is described as a specific training routine in which a variety of fitness exercises are performed. It can accommodate a large number of Young Marines with little supervision, provide variety and challenge with its progressive programming, and allow participants to progress at their own rate.

a. The goal of circuit training is to develop strength and endurance through a systematic and progressive conditioning program that involves stations where specific exercises are performed. These exercises are performed vigorously for a short period of time before moving to a follow-on station. The vigorous activity in short periods of time provide a near maximal quality training session, assuring progressive overload in an organized manner. The exercise selected for each station and the arrangement of the stations is determined by the objective of the circuit.

1) **Free Circuit.** Free (portable) circuits use equipment that can be readily transported or set up for use regardless of the training area and environment. A simplified course can be executed on a basketball court, a field, or on the deck of a ship. In a free circuit, there is no set time for staying at each station and no signal to move from one station to the next. Marines work at their own pace, doing a fixed number of repetitions (rep) at each station. Progress is measured by the time needed to complete a circuit. However, in remedial training, the quality and number of repetitions should be monitored.

2) **Fixed Circuit.** Fixed circuits require equipment that is normally in place and can be used on a regular basis. In a fixed circuit, a specific length of time is set for each station. The time is monitored with a stopwatch, with Marines rotating through the stations on command. To increase the intensity or difficulty of a fixed circuit:

   a) Maintain the time for completion, but increase the number of reps;  
   b) Increase the time per station along with the number of reps; and,  
   c) Increase the number of times a circuit is negotiated.

b. **Number of Stations/Circuit Training Reps.** The goal of the circuit, as well as the time and equipment available will determine the number of stations. A circuit geared for the objective of developing upper or lower body strength may need as little as six to eight stations, while a cardiovascular strength and endurance circuit may have as many as 20 stations. The total number of participants, the number of stations, and the level of supervision available determine the number of Young Marines assigned to negotiate a single circuit station.

c. To achieve the desired training effect, the circuit may have to be repeated several times. For example, a 10-station circuit requiring Young Marines to exercise for 30 seconds at each station and 15 seconds to move between stations may result in Young Marines completing the entire evolution three times. The entire training session, designed to take between 45-60 minutes, includes a warmup and cool-down period (e.g., Daily 16).

d. As the conditioning level increases, consideration can be given to either increase exercise periods from 30 to 45 and 60 second intervals, or the addition of a fourth rotation through the circuit. Stations should be arranged in a sequence that allows for adequate recovery time between high/low intensity exercises or by alternating different muscles groups.

   1) **Cardiovascular Endurance Circuit #1.** This circuit is designed to improve the cardio-respiratory system by exercising hard at each of the eight exercise stations, with a steady recovery time (slow jog) between stations. Recommended course length is approximately 1/4 to 1/2 mile in length.
Cardiovascular Endurance Circuit #1

<table>
<thead>
<tr>
<th>Station #1</th>
<th>Ab Crunch 20 reps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station #2</td>
<td>Bend and Thrust 20 reps</td>
</tr>
<tr>
<td>Station #3</td>
<td>Sprint 1 rep</td>
</tr>
<tr>
<td>Station #4</td>
<td>Inclined Pushups 20 reps</td>
</tr>
<tr>
<td>Station #5</td>
<td>Star Jumps 20 reps</td>
</tr>
<tr>
<td>Station #6</td>
<td>Dorsal Raise 20 reps</td>
</tr>
<tr>
<td>Station #7</td>
<td>Knee Lifts 20 reps</td>
</tr>
<tr>
<td>Station #8</td>
<td>Dips 20 reps</td>
</tr>
</tbody>
</table>

2) Cardiovascular Endurance Circuit #2. Recommended course length is ½ to 1.0-mile, with 14 events/stations:

<table>
<thead>
<tr>
<th>Station #1</th>
<th>Stationary Run</th>
<th>30 seconds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station #2</td>
<td>Pushup</td>
<td>30 seconds</td>
</tr>
<tr>
<td>Station #3</td>
<td>Side Straddle Hop</td>
<td>30 seconds</td>
</tr>
<tr>
<td>Station #4</td>
<td>Crunches</td>
<td>30 seconds</td>
</tr>
<tr>
<td>Station #5</td>
<td>Ski Jumps</td>
<td>30 seconds</td>
</tr>
<tr>
<td>Station #6</td>
<td>Flutter Kicks</td>
<td>30 seconds</td>
</tr>
<tr>
<td>Station #7</td>
<td>Bend and Reach (slow reps)</td>
<td>30 seconds</td>
</tr>
<tr>
<td>Station #8</td>
<td>Wide Pushup</td>
<td>30 seconds</td>
</tr>
<tr>
<td>Station #9</td>
<td>Bicycle</td>
<td>30 seconds</td>
</tr>
<tr>
<td>Station #10</td>
<td>Knee Bender</td>
<td>30 seconds</td>
</tr>
<tr>
<td>Station #11</td>
<td>Steam Engines (Daily 16)</td>
<td>30 seconds</td>
</tr>
<tr>
<td>Station #12</td>
<td>Twisting Situp</td>
<td>30 seconds</td>
</tr>
<tr>
<td>Station #13</td>
<td>Lunges (Daily 16)</td>
<td>30 seconds</td>
</tr>
<tr>
<td>Station #14</td>
<td>All-Fours Run</td>
<td>30 seconds</td>
</tr>
</tbody>
</table>

3) Upper Body Strength Circuit #2. This circuit is designed to improve upper body strength and endurance, and is normally conducted following a cardiovascular training session. Proper form and full range of motion are important. Eight stations are set up over a course length of approximately 500 yards.

<table>
<thead>
<tr>
<th>Station #1</th>
<th>Crunches</th>
<th>20 reps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station #2</td>
<td>Pull-ups</td>
<td>3 sets @ max effort</td>
</tr>
<tr>
<td>Station #3</td>
<td>Dorsal Raises</td>
<td>20 reps</td>
</tr>
<tr>
<td>Station #4</td>
<td>Triceps Dips</td>
<td>40 reps</td>
</tr>
<tr>
<td>Station #5</td>
<td>Sit-ups</td>
<td>2 sets of 5 reps</td>
</tr>
<tr>
<td>Station #6</td>
<td>Rope Heaves</td>
<td>20 reps</td>
</tr>
<tr>
<td>Station #7</td>
<td>Pushups</td>
<td>20 reps</td>
</tr>
<tr>
<td>Station #8</td>
<td>Sprint</td>
<td>1 rep</td>
</tr>
</tbody>
</table>

4) Upper Body/Abdominal Strength Circuit #3. This circuit is designed to encompass a cardiovascular/anaerobic (sprint) portion that incorporates eight exercise stations with no set course length required. This circuit is conducted without a set time signal, e.g., Marines move immediately to a station after each exercise is completed. Recommended one to two complete course rotations, with a possible time decrease to 20 seconds (vice 30) on the second running.

Upper Body/Abdominal Strength Circuit #3

4-19

(Revised 5/2011)
5) **Lower Body/Upper Body Strength (Weight Room) Circuit #4.** This circuit is designed to follow a cardiovascular session. There are 13 exercise stations and the circuit should be conducted in one to two complete rotations. Each exercise should encompass slow and controlled movements, striving for muscle failure within 8-12 repetitions. A preliminary session, for Marines to become familiar with weight room layout and starting weight limits and execution is recommended.

| Station #1 | Leg Press | 8-12 reps |
| Station #2 | Leg raise | 8-12 reps |
| Station #3 | Leg Extension | 8-12 reps |
| Station #4 | Leg Curl | 8-12 reps |
| Station #5 | Heel Raise | 8-12 reps |
| Station #6 | Bench Press | 8-12 reps |
| Station #7 | Seated Row | 8-12 reps |
| Station #8 | Military Press | 8-12 reps |
| Station #9 | Lat Pull Down | 8-12 reps |
| Station #10 | Shrugs | 8-12 reps |
| Station #11 | Triceps Extension | 8-12 reps |
| Station #12 | Biceps Curl | 8-12 reps |
| Station #13 | Incline Sit-ups | 8-12 reps |

9. **Fartlek Training.** Fartlek training is designed to develop strength, stamina, and endurance by combining running (cardiovascular) and calisthenics (strength and endurance). Fartleks consist of various running exercises, which strive to overload the cardiovascular system by allowing only partial recovery between each intense training segments; this sequence is repeated for the duration of the training session. Fartleks are normally conducted over a minimum 3-mile course, preferably with varying terrain and intermittent exercise stations to create the work overload.

a. **Initial/Baseline Fartlek.**
- Warm-up (Daily 16 warm-up routine)
  - Warm-up runs at easy pace for 5-10 minutes
  - Run fast, steady pace for 3/4-1 3/4 miles
  - Walk/Jog at moderate pace for 5 minutes (recovery)
  - Run easily - sprinting 15-20 meters occasionally
  - Run full speed uphill for 175-200 meters
  - Cool-down by running easily for 1/2-1 mile
  - Cool-down (Daily 16 cool-down routine)

b. **Cardiovascular/Muscular Endurance Fartlek:** Recommended course length is 3.0-3.5 miles. Location and spacing of exercise stations is normally based on terrain. After a unit orientation run, the Fartlek course should be run as an individual effort.

| Station #1 | Mountain Climbers | 20 reps |
| Station #2 | Bends and Thrusts | 20 reps |
| Station #3 | Abs Crunches (feet unsecured) | 20 reps |
| Station #4 | Sprint | 175-200 meters |
| Station #5 | Sit-up and Twist | 20 reps |
| Station #6 | Pull-ups or Pushups | 10-20 reps |
10. **Young Marines Personal Workout Plans.**

a. **Upper Body Strength (Weekly) Circuit.** A 3 day per week routine is recommended to improve overall upper body strength deficiencies. Conduct tests every 2 weeks and increase weights and reps as necessary.

<table>
<thead>
<tr>
<th>Monday</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight Training</td>
<td></td>
</tr>
<tr>
<td>Pull-ups</td>
<td>2 sets to fatigue</td>
</tr>
<tr>
<td>Lat Pull-down*</td>
<td>2 sets of 15 reps</td>
</tr>
<tr>
<td>Seated Row*</td>
<td>2 sets of 15 reps</td>
</tr>
<tr>
<td>Biceps Curl (EZ-Curl Bar)*</td>
<td>2 sets of 15 reps</td>
</tr>
<tr>
<td>Alternating Bicep Curls (Dumbbell)</td>
<td>2 sets of 15 reps</td>
</tr>
</tbody>
</table>

* Strive for momentary muscular fatigue at the end of each set. Allow 45-60 seconds rest between sets and 2-3 minutes rest between exercises.

Cardiovascular/Abdominal Training

**Cross Training**

<table>
<thead>
<tr>
<th>Tuesday</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pull-up/Pushup/Crunch Pyramid</strong></td>
<td></td>
</tr>
<tr>
<td>Set #1: 1 Pullups/2 Pushups</td>
<td></td>
</tr>
<tr>
<td>Set #2: 2 Pullups/4 Pushups</td>
<td></td>
</tr>
<tr>
<td>Set #3: 3 Pullups/6 Pushups/25 Crunches</td>
<td></td>
</tr>
<tr>
<td>Set #4: 4 Pullups/8 Pushups</td>
<td></td>
</tr>
<tr>
<td>Set #5: 5 Pullups/10 Pushups/25 Crunches</td>
<td></td>
</tr>
<tr>
<td>Set #6: 4 Pullups/8 Pushups</td>
<td></td>
</tr>
<tr>
<td>Set #7: 3 Pullups/6 Pushups/25 Crunches</td>
<td></td>
</tr>
<tr>
<td>Set #8: 2 Pullups/4 Pushups</td>
<td></td>
</tr>
<tr>
<td>Set #9: 1 Pullups/2 Pushups</td>
<td></td>
</tr>
</tbody>
</table>

** Decrease/increase reps in pyramid based on the Marine's ability and progression of strength, the minimal rest between sets, and spotter assistance necessary to complete required reps.

No training

**Weight Training**

b. **Strength and Endurance Training Schedule (20 weeks).** This training schedule's primary fitness element is running, but also strives to combine aspects of strength, endurance, and flexibility. The running portion of the program provides the base of cardiovascular endurance necessary to augment all other physical skills. In addition to the progressive overload running program, strength training and flexibility exercises (e.g., Daily 16), addressing lower and upper body resistance training must be incorporated. Weight training can augment or be substituted for the Daily 16 exercises. Each training period will include a warm-up prior to exercise and a cool-down session to follow.

<table>
<thead>
<tr>
<th>WEEK 1,2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td><strong>Endurance</strong></td>
<td><strong>Strength</strong></td>
</tr>
<tr>
<td>Run 40 min @ 10 min/mile pace</td>
<td>Lower Body Resistance</td>
</tr>
<tr>
<td>Daily 16 or Weight Training (1 set)</td>
<td></td>
</tr>
<tr>
<td>Day</td>
<td>Exercises</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Tuesday</strong></td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Upper Body Resistance - Daily 16 or Weight Training (1 set)</td>
</tr>
<tr>
<td></td>
<td>Lower Body - (1 set)</td>
</tr>
<tr>
<td><strong>Wednesday</strong></td>
<td>Run 30 min @ 10 min/mile pace</td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Upper Body - (1 set)</td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td>Run 30 min @ 10 min/mile pace</td>
</tr>
<tr>
<td><strong>WEEK 3,4</strong></td>
<td><strong>Endurance</strong></td>
</tr>
<tr>
<td><strong>Monday</strong></td>
<td>Run 44 min @ 10 min/mile pace</td>
</tr>
<tr>
<td><strong>Tuesday</strong></td>
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</tr>
<tr>
<td><strong>Wednesday</strong></td>
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</tr>
<tr>
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<tr>
<td><strong>Friday</strong></td>
<td>Run 33 min @ 10 min/mile pace</td>
</tr>
<tr>
<td><strong>WEEK 5,6</strong></td>
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<tr>
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</tr>
<tr>
<td><strong>Tuesday</strong></td>
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<tr>
<td><strong>Wednesday</strong></td>
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</tr>
<tr>
<td><strong>Thursday</strong></td>
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<td><strong>Friday</strong></td>
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</tr>
<tr>
<td><strong>WEEK 7,8</strong></td>
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</tr>
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<td><strong>Monday</strong></td>
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<tr>
<td><strong>Tuesday</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Wednesday</strong></td>
<td>Run 40 min @ 10 min/mile pace</td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Friday</strong></td>
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<tr>
<td><strong>Monday</strong></td>
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<td><strong>Tuesday</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td>Run 30 min @ 10 min/mile pace</td>
</tr>
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(Revised 5/2011)
<table>
<thead>
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<th>Day</th>
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<tbody>
<tr>
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<td>Run 40 min @ 10 min/mile pace</td>
<td>Upper Body - (2 set)</td>
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<td>None</td>
<td>Lower Body - (3 set)</td>
</tr>
<tr>
<td>Friday</td>
<td>Run 40 min @ 10 min/mile pace</td>
<td>Lower Body - (2 set)</td>
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<td></td>
<td>Power—2 reps</td>
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<tr>
<td>WEEK 10</td>
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</tr>
<tr>
<td>Monday</td>
<td>Run 53 min @ 8.5 min/mile pace</td>
<td>Upper Body Resistance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Daily 16 or Weight</td>
</tr>
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<td>Tuesday</td>
<td>Intervals: 4X400m sprints in 2 min</td>
<td>Lower Body Resistance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Daily 16 or Weight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Training (3 set)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Run 40 min @ 8.5 min/mile pace</td>
<td>Upper Body - (3 set)</td>
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<tr>
<td></td>
<td></td>
<td>Power—4 reps</td>
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<td>Thursday</td>
<td>None</td>
<td>Upper Body - (3 set)</td>
</tr>
<tr>
<td>Friday</td>
<td>Run 40 min @ 8.5 min/mile pace</td>
<td>Lower Body - (3 set)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Power—4 reps</td>
</tr>
<tr>
<td>WEEK 11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>Run 53 min @ 8.5 min/mile pace</td>
<td>Upper Body Resistance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Daily 16 or Weight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Training (2 set)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Intervals: 4X400m sprints in 2 min</td>
<td>Lower Body Resistance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Daily 16 or Weight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Training (2 set)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Run 40 min @ 8.5 min/mile pace</td>
<td>Upper Body - (3 set)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Power—4 reps</td>
</tr>
<tr>
<td>Thursday</td>
<td>None</td>
<td>Upper Body - (3 set)</td>
</tr>
<tr>
<td>Friday</td>
<td>Run 40 min @ 8.5 min/mile pace</td>
<td>None</td>
</tr>
<tr>
<td>WEEK 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>Run 58 min @ 8.5 min/mile pace</td>
<td>None</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Intervals: 5X400m sprints in 2 min</td>
<td>Upper/Lower Body</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Resistance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Daily 16 or Weight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Training (2 set)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Run 40 min @ 8.5 min/mile pace</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upper/Lower Body</td>
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<td>- (3 set)</td>
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<td></td>
<td></td>
<td>Power—4 reps</td>
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<tr>
<td>Thursday</td>
<td>None</td>
<td>None</td>
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<tr>
<td>Friday</td>
<td>Run 30 min @ 7.5 min/mile pace</td>
<td>None</td>
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<td>WEEK 13</td>
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<td>Monday</td>
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<td>Intervals: 6X400m sprints in 2 min (4 min rest)</td>
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<td></td>
<td></td>
<td>Resistance</td>
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<td></td>
<td>Training (2 set)</td>
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<td>Run 40 min @ 8.0 min/mile pace</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upper/Lower Body</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- (3 set)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Power—4 reps</td>
</tr>
<tr>
<td>Thursday</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Friday</td>
<td>Run 30 min @ 7.0 min/mile pace</td>
<td>None</td>
</tr>
<tr>
<td>WEEK 14</td>
<td></td>
<td></td>
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<td>Monday</td>
<td>Run 58 min @ 8.5 min/mile pace</td>
<td>None</td>
</tr>
<tr>
<td>Day</td>
<td>Schedule</td>
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</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Intervals: 6X400m sprints in 2 min (3:30 min)</td>
<td>Upper/Lower Body Resistance Daily 16 or Weight Training (3 set)</td>
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<tr>
<td>Wednesday</td>
<td>Run 40 min @ 8.0 min/mile pace</td>
<td>None</td>
</tr>
<tr>
<td>Thursday</td>
<td>None</td>
<td>Upper/Lower Body - (3 set) Power—4 reps</td>
</tr>
<tr>
<td>Friday</td>
<td>Run 30 min @ 7.0 min/mile pace</td>
<td>None</td>
</tr>
<tr>
<td>Wk 15</td>
<td><strong>Endurance</strong></td>
<td><strong>Strength</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>Run 30 min (easy pace)</td>
<td>Upper/Lower—(1 set)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Run 20 min (easy pace)</td>
<td>None</td>
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<td>Thursday</td>
<td>None</td>
<td>None</td>
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<tr>
<td>Friday</td>
<td>Run 20 min (easy pace)</td>
<td>Upper/Lower—(1 set)</td>
</tr>
<tr>
<td>Wk 16</td>
<td><strong>Endurance</strong></td>
<td><strong>Strength</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>Run 30 min (easy pace)</td>
<td>Upper/Lower—(1 set)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Run 20 min (easy pace)</td>
<td>None</td>
</tr>
<tr>
<td>Thursday</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Friday</td>
<td>Run 20 min (easy pace)</td>
<td>Upper/Lower—(1 set)</td>
</tr>
<tr>
<td>Wk 17</td>
<td><strong>Endurance</strong></td>
<td><strong>Strength</strong></td>
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<tr>
<td>Monday</td>
<td>Run 30 min (easy pace)</td>
<td>None</td>
</tr>
<tr>
<td>Tuesday</td>
<td>None</td>
<td>Lower Body—(2 sets) Power—2 sets</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Run 20 min (easy pace)</td>
<td>None</td>
</tr>
<tr>
<td>Thursday</td>
<td>None</td>
<td>Lower Body—(2 sets) Power—2 sets or Obstacle Course</td>
</tr>
<tr>
<td>Friday</td>
<td>Run 20 min (easy pace)</td>
<td>None</td>
</tr>
<tr>
<td>Wk 18</td>
<td><strong>Endurance</strong></td>
<td><strong>Strength</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>Team Sport</td>
<td>None</td>
</tr>
<tr>
<td>Tuesday</td>
<td>None</td>
<td>Lower Body—(1 sets) Power—1 sets</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Team Sports</td>
<td>None</td>
</tr>
<tr>
<td>Thursday</td>
<td>None</td>
<td>Lower Body—(2 sets) Power—2 sets or Obstacle Course</td>
</tr>
<tr>
<td>Friday</td>
<td>Team Sports</td>
<td>None</td>
</tr>
<tr>
<td>Wk 19</td>
<td><strong>Endurance</strong></td>
<td><strong>Strength</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>Team Sport</td>
<td>None</td>
</tr>
<tr>
<td>Tuesday</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Team Sports</td>
<td>None</td>
</tr>
<tr>
<td>Thursday</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Friday</td>
<td>Team Sports</td>
<td>Obstacle Course</td>
</tr>
<tr>
<td>Wk 20</td>
<td><strong>Endurance</strong></td>
<td><strong>Strength</strong></td>
</tr>
<tr>
<td>Monday</td>
<td>None</td>
<td>Upper/Lower Body—(2 sets)</td>
</tr>
</tbody>
</table>
Tuesday  Team Sport             None
Wednesday None                Upper/Lower Body—(1 sets)
                     Power—1 sets
Thursday  Team Sports          Obstacle Course
                     Upper/Lower Body—(2 sets)
Friday    None                  Power—2 sets

11. On week 21, begin the training cycle again, starting at week 1.

12. The 20-week PT cycle uses a modified form of periodization training. No athlete can maintain a continuous competitive edge - any attempt to do so will result in an over trained state where mental and physical abilities will deteriorate. Interruptions in the training schedule are expected. As a general guideline, for each week during which scheduled PT is not done, the unit should go back 2 weeks from the last week to safely restart the program.
CHAPTER 4
SECTION II: YOUNG MARINES PHYSICAL FITNESS TEST (PFT)

1. General. One Young Marine program objective is to “Promote physical fitness through the conduct of physical activities, including participation in athletic events and close order drill.” One way to measure how well Young Marines are meeting this objective is through the Physical Fitness Test.

2. The Physical Fitness Test (PFT). Young Marines are required to take two PFT’s each year – one between January and June, and the other between July and December. The unit commander may schedule additional PFT’s in order to achieve the unit’s goal for a higher fitness level.

The PFT:
   a. Measures your current physical fitness level.
   b. Raises your awareness of importance of physical fitness
   c. Motivates you to participate in physical activities.
   d. Creates an interest in physical fitness as a life-long activity.

3. Physical Fitness Classifications and Awards. The minimum score to pass the Young Marine Physical Fitness Test (PFT) is 200 points for Young Marine Recruits to YM/LCPL. For YM/CPL to YM/MGYSgt, the minimum physical fitness score is 250 points.

<table>
<thead>
<tr>
<th>Classification</th>
<th>3rd Class</th>
<th>2nd Class</th>
<th>1st Class</th>
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<tr>
<td>Score Range</td>
<td>200-299</td>
<td>300-399</td>
<td>400-500</td>
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<td>Physical Fitness Ribbon</td>
<td>Physical Fitness Ribbon w/ Roman numeral</td>
<td>Physical Fitness Ribbon w/ Roman numeral</td>
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<tr>
<td></td>
<td>250-299/above Lcpl</td>
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</tr>
</tbody>
</table>

a. Young Marines retain their respective ribbons w/appropriate devices as long as they meet the established standards above.

b. A Unit Achievement Certificate is awarded to Young Marines earning a score of 475 to 499.

c. The Perfect Physical Fitness Ribbon is awarded to Young Marines earning a score of 500. Unit commanders should forward the name of the Young Marine to the Esprit Magazine for proper recognition.

4. Physical Fitness Test (PFT). The five basic exercises used in the PFT are the Curl-ups, the Right-angle Push-ups or the Pull-ups, the Shuttle Run, the V-sit or the Sit & Reach, the 1 Mile run or the 1/2 Mile run for 8 and 9 yr olds. The Body Mass Index (BMI) is required for informational purposes but not scored.

a. Curl-ups. The curl-up exercise strengthens abdominal muscles and as part of the PFT, it measures abdominal muscle strength.

   i. Starting Position. On a flat soft surface, lay on your back, with knees flexed and feet about 12 inches from the buttocks. Arms are crossed with hands placed on opposite shoulders and elbows held close to chest. Helpers kneel in front of you and hold your feet in place. Helpers should count out loud each curl-up you perform.
ii. Execution. Keeping this arm position, raise the trunk curling up to touch elbows to thighs and then lower yourself back to the floor so that the shoulder blades touch the floor, for one curl-up. To start, a timer calls out the signal “Ready? Go!” and begins timing for one minute. You stop when the timer says “Stop!”.

iii. Administrative Note. You may rest in the down position as long as you maintain the correct body position while resting. “Bouncing” off the floor is not permitted. The curl-up will only be counted if performed correctly.

iv. Time Limit. 1 minute.

v. Scoring Table. Use the curl-up scoring table provided in section III of the PFT chapter in the Training Officers Manual. Modified Curl-Ups may be performed with the counter holding the head as shown above.
b. Right Angle Push-Ups or Flexed Arm Hang or Pull-Ups. This event measures upper body strength and endurance.

Right Angle Push-Ups

i. Starting Position. Lay face down on a flat soft surface in a push-up position with hands under shoulders and legs straight, parallel, and slightly apart, with the toes supporting you. Lift your body to full height by extending the arms up straight. Support will be on your hands and toes. Back and knees will remain straight. At this time you will lower your body until there is a 90 degree angle at the elbows with the upper arms parallel to the floor. Once you reach this 90 degree position, the counter will kneel before you and place their hands palm up, under your shoulders. This will mark how far down you will go when performing this exercise.

ii. Execution. The push-up is done to a metronome (or audio tape, clapping, drums) with one complete push-up being performed every three seconds, and are continued until the student can do no more in rhythm (not in rhythm for three push-ups).

iii. Administrative Note. Spend as little time in the starting position as possible in order to increase the number of repetitions.

iv. Time Limit. None


Flex Arm Hang (Boys or Girls). The Flex Arm Hang exercise measures upper body strength and endurance.

i. Starting Position. Using either an overhand grasp (palms facing away from the body) or an underhand grip (palms facing toward the body), assume a flexed arm hang position with the chin clearing the bar. You should be lifted or assisted into this position.
ii. Execution. Hold your body straight with your chin above the bar and chest close to the bar for as long as possible. This is a time event. Time is started when your partner is no longer providing you support. When your chin touches or falls below the bar, time is called.

iii. Administrative Note. You are not permitted to rest your chin on the bar.

iv. Time Limit. Time begins when you are in position and you signal your partner to let you go. Time ends when your chin touches or falls below the bar.

v. Scoring Table. Use the Flexed Arm Hang scoring table provided in section III of the PFT chapter in the Training Officers Manual.

Pull-ups. The Pull-up exercise measures upper body strength and endurance.

i. Starting Position. Hang from the bar at a height you can hang from with arms fully extended and feet free from the floor or ground, using either an overhand grasp (palms facing away from the body) or an underhand grip (palms facing toward the body). If needed, you may be lifted into position.

ii. Execution. On the command “Begin!”, raise body until chin clears the bar and then lower the body to full-hang position. Repeat the procedure performing as many pull-ups as you can. Spend as little time as possible hanging from the bar beforehand. Kicking of the legs (kipping) or swinging of the body is not permitted.
iii. Administrative Note. Pull-ups should be done in a smooth rather than jerky motion. There is no rest position for this exercise.

iv. Time Limit. There is no time limit for this event.

v. Scoring Table. Use the Pull-Ups scoring table provided in section III of the PFT chapter in the Training Officers Manual.

c. V-sit and reach (or sit and reach). This event measures flexibility of the lower back and hamstrings.

ia. V-sit testing Mark a straight line two feet long on the floor as the baseline. Draw a measuring line perpendicular to the midpoint of the baseline extending two feet on each side and marked off in half inches. The point where the baseline and measuring line intersect is the "0" point. Student removes shoes and sits on floor with measuring line between legs and soles of feet placed immediately behind baseline, heels 8-12" apart. Student clasps thumbs so that hands are together, palms down and places them on measuring line. With the legs held flat by a partner, student slowly reaches forward as far as possible, keeping fingers on baseline and feet flexed. After three practice tries, the student holds the fourth reach for three seconds while that distance is recorded.

ib. V-sit tip. Participants are most flexible after a warm-up run. Best results may occur immediately after performing the endurance run.

ic. V-sit rules. Legs must remain straight with soles of feet held perpendicular to the floor (feet flexed). Students should be encouraged to reach slowly rather than "bounce" while stretching. Scores, recorded to the nearest half inch, are read as plus scores for reaches beyond baseline, minus scores for reaches behind baseline.

iia. Sit and reach testing. A specially constructed box (see below) with a measuring scale marked in centimeters, with 23 centimeters at the level of the feet. Student removes shoes and sits on floor with knees fully extended, feet shoulder-width apart and soles of the feet held flat against the end of the box. With hands on top of each other, palms down, and legs held flat, student reaches along the measuring line as far as possible. After three practice reaches, the fourth reach is held while the distance is recorded.
iib. Sit and reach tip. Participants are most flexible after a warm-up run. Best results may occur immediately after performing the endurance run.

iic. Sit and reach rules. Legs must remain straight, soles of feet against box and fingertips of both hands should reach evenly along measuring line. Scores are recorded to the nearest centimeter.

### Constructing the Sit and Reach Box

1. Using any sturdy wood or comparable material (3/4" plywood is recommended), cut the following pieces:
   - 2 pieces - 12" x 12"
   - 2 pieces - 12" x 10"
   - 1 piece - 12" x 21"

2. Assemble the pieces using nails or screws and wood glue.

3. Inscribe the top panel with 1 centimeter gradations. It is crucial that the 23 centimeter line be exactly in line with the vertical plane against which the subject's feet will be placed.

4. Cover the apparatus with two coats of polyurethane sealer or shellac.

5. For convenience, you can make a handle by cutting a 1" x 3" hole in the top panel.

6. The measuring scale should extend from 9 cm to 50 cm.

d. Shuttle Run. This event measures speed, quickness and agility.

i. Shuttle run testing. Mark two parallel lines 30 feet apart and place two blocks of wood or similar object behind one of the lines. Students start behind opposite line. On the signal "Ready? Go!" the student runs to the blocks, picks one up, runs back to the starting line, places block behind the line, runs back and picks up the second block and runs back across starting line.

ii. Shuttle run tip. Be sure the participants understand the importance of running through the finish line.
iii. Shuttle run scoring. Blocks should not be thrown across the lines. Scores are recorded to the nearest tenth of a second.

e. **Endurance run/walk.** This event measures heart/lung endurance.

i. Endurance run/walk testing. On a safe, one-mile distance, students begin running on the count "Ready? Go!" Walking may be interspersed with running. However, the students should be encouraged to cover the distance in as short a time as possible.

ii. Endurance run/walk tip. Use a large enough running area so that no more than eight laps are necessary to complete a mile. Help participants learn proper pacing for the mile by having them run at the mile pace for short distances during warm-up time. If you are not using a track that is measured in miles, then you will need to convert from that measurement into miles. Refer to the conversion chart below for converting to miles when using a 400 meter track or 440 yards.

iii. Endurance run/walk scoring. Always review students’ health status before administering this test. Give students ample instruction on how to pace themselves. Allow them to practice running this distance against time, as well as sufficient time for warming up and cooling down before and after the test. Times are recorded in minutes and seconds. Alternative distance for 8 and 9 year old Young Marines is ½ mile. The same objective and testing procedure are used as with the mile run.

<table>
<thead>
<tr>
<th>Conversion for Miles</th>
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</thead>
<tbody>
<tr>
<td><strong>On a 400 meter track</strong></td>
</tr>
<tr>
<td>1 mile = 4 laps + 9 meters</td>
</tr>
<tr>
<td>3/4 mile = 3 laps + 6.75 meters</td>
</tr>
<tr>
<td>1/2 mile = 2 laps + 4.5 meters</td>
</tr>
<tr>
<td>1/4 mile = 1 lap + 2.25 meters</td>
</tr>
</tbody>
</table>
BMI results should only be used as a screening test. Children's growth patterns can vary greatly, and may produce BMI ratios that are misleading. Any BMI score falling outside of the recommended range requires further examination before any final decision can be made about whether a health risk may exist.

The BMI table is located below.
5. **Warm-up and Cool-down.** A 5-10 minute warm-up is an essential part of every fitness session. A warm-up routine has a number of benefits. It is beneficial because it:
   a. Prepares the body for action;
   b. Helps develop sports skills; and,
   c. Helps prevent injury. Muscles that are supple and strong become less prone to injury.

6. **Warm-ups.** Here are some guidelines for a warm-up session:
   a. Start with three minutes of brisk walking or easy jogging;
   b. Do your stretching exercises slowly and smoothly;
   c. Stretch only until you feel tightness, not pain;
   d. Do strengthening exercises at a controlled speed;
   e. Breathe naturally, inhaling and exhaling fully on each repetition. Breath holding should be avoided;
   f. Arm Circles, Curl and Stretch and Ankle Rocker require gentle, continuous action. For the other stretching exercises, use a stretch-and-hold movement. Start with a minimum of five repetitions, holding the stretched position for at least 10-20 seconds.

**Warm-up and Cool-down Exercises**

Use the following exercises to warm up and cool down. (For cooling down, perform in reverse order)

a. Arm Circles     Full, slow sweeping circles with both arms forward then backwards.

b. Side Stretch    Reach one arm overhead and the other down the side of the leg. Repeat alternately to the other side.

c. Sir & Reach     One leg straight, one bent with the sole of the foot near the knee of the straight leg. Reach out with both arms along the straight leg.

d. Cat Back       Flatten lower back to floor, then slowly curl up with arms straight.

e. Thigh Stretch  Bend one knee, grasp ankle, pull foot gently toward the buttock. Repeat alternately with the other leg. Don’t arch the back.

f. Pelvic Tilt     On your back, knees bent, feet flat on the deck. Tighten abdominals and buttocks, and press your lower back firmly against the deck.

g. Cross-overs    Seated on deck, legs in front of you, knees bent and feet flat on the deck. Roll legs to one side toward the deck. Look over the other shoulder. Repeat to other side.

h. Calf Stretch   One foot in front of the other with toes pointed straight ahead. Bend both legs (squatting) to stretch the soleus muscle in the rear leg. Repeat with legs further apart and back straight to stretch the calf muscle in the rear legs.

**Cool-downs.** Stretching exercises play an important role in the cool-down following an activity session. A cool-down (warm up done in reverse order) brings the heart rate and body temperature back to normal, and it helps prevent unnecessary stiffness and soreness that can result from vigorous activity.
1. **Scoring the PFT.** The most important thing to remember is that certain events are modified events and do not score to 100 points. The following events are considered modified:
   
a. Endurance Run for 8 and 9 year olds.
b. Partial Curl-ups.
c. Right Angle Push-ups.
d. Sit & Reach.

2. **Medical Waivers.** Young Marines who are unable to perform an event due to a medical issue must provide documentation from their doctor. This documentation is to be maintained in the Young Marines record book.
   
a. Scoring for a waived event. Events that the Young Marine cannot perform due to the medical waiver are scored as 50 points. Ensure that in the database, in the notes section of the PFT portion, that a note is entered stating that this PFT was performed with a medical waiver.

   b. Units should require a letter from the Young Marines’ doctor releasing them from waivers and returning them to full PFT duty.

3. **Scoring Tables.** On the following pages you will find the scoring tables for all PFT events. Pay particular attention to the modified events as they will not score to 100 points. To read the tables, do the following:
   
a. Find the age of the Young Marine on the table.

   b. Read down that column until you reach the time or repetitions that the Young Marine performed. Keep in mind that you may not find an exact time or number of repetitions. For this, round the time down to the next closest time and round the repetitions up to the next closest number of repetitions.

   c. Read across to the left of the table to the appropriate percentile. This is the score for this event.

4. **PFT’s and Promotions.** Keep in mind that not all Young Marines will be able to pass the PFT test. Modified events can help in this area. Until a Young Marine begins to develop a passing PFT score, they should utilize the modified events for their PFT test. Additionally, as stated in Chapters 2 and 3 of the Training Officers Manual, those who come up short on the PFT test but continually show improvement should not be held back from promotions. Remember to reward the effort and not the outcome of the PFT test. Young Marines however, should understand that there will come a time when they must be able to pass the required PFT test for admittance to National and Accredited schools.
### ONE-MILE RUN/WALK FOR BOYS
Percentile Scores Based on Age/Test Scores in Minutes and Seconds

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### ONE-MILE RUN-WALK FOR GIRLS
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## CURL-UP FOR BOYS

Percentile Scores Based on Age/Test in No. of Curl-ups in 60 seconds

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(Revised 5/2011)
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(Revised 5/2011)
# TRAINING OFFICERS MANUAL

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CHAPTER 5
DRUG RESISTANCE AND PREVENTION PROGRAM

1. General. In response to the United States' substantial illicit drug problem, Congress mandated in section 1045 of the National Defense Authorization Act for Fiscal Year 1993 that the Secretary of Defense "conduct a pilot outreach program to reduce the demand for illegal drugs. The program shall include outreach activities by the active and reserve components of the Armed Forces and shall focus primarily on youths in general and inner-city youths in particular." The Young Marines program was one of 12 youth programs funded in support of the Act. The Young Marines continue to receive federal funding in support of the drug demand reduction program.

2. Policy. Young Marine Units are required to provide a minimum of three (3) hours of drug prevention/ drug resistance instruction each quarter (every three months) each operating year.

3. Responsibility. Working with Young Marines is both challenging and rewarding. As challenging as they are, they seek our attention and approval. Keep in mind that we are helping them become adults who will become parents, caregivers, employees, friends, neighbors, followers, leaders, and responsible members of the community. We do this by:
   a. Advocating a healthy, drug-free lifestyle through personal example
   b. Providing continual drug prevention education using community resources
   c. Providing a safe, clean and nurturing environment in your meeting places and activities
   d. Encouraging open communication when they are troubled or uncertain

4. Commitment. An effective drug demand reduction program is an essential part of the Young Marines Program. The value of the program is limited only by your imagination and your commitment to reducing the abuse of alcohol, tobacco, and drugs by youth. Registered Adults must strive to be the positive role models expected of them. Young Marines look to them for guidance, strength, and protection, yet they want room to grow, experience life, push the limits, and be more independent. Most Young Marines are conflicted between wanting greater independence and needing greater security. What they do not receive from adults they will seek from peers. Be available, do not smother, respect their space, but be straight, firm, and open—remember to listen. Young Marines may talk more openly about sensitive topics with someone who is not their parent or guardian.

5. Five Reasons Young People Use Alcohol, Tobacco, and Illicit Drugs. In the Substance Abuse and Mental Health Services Administration of the U.S. Department of Health and Human Services (HHS) pamphlet called Keeping Youth Drug-Free: A Guide for Parents, Grandparents, Elders, Mentors, and other Caregiver state that there are five basic reasons why young people use alcohol, tobacco, and illicit drugs.

   a. To Feel Grown up. Children like to imitate adults and being grownup is a very desirable thing. To Children it means freedom, making your own decisions and being able to eat and drink anything they want. Imitating adults is how children naturally learn to become adults. They like to "try on" adult behaviors. Lots of things fit into the grownup category, such as drinking alcoholic beverages and smoking cigarettes. Young people understand and accept the differences between what adults may legally do and what is appropriate and legal for children. Through the drug prevention education program and personal example, we want to continue to reinforce this understanding by not abusing legal substances or using illegal drugs.
b. To Fit in and Belong.

1) All children need to be liked and accepted. To meet this need, children join groups of other children who provide affection and acceptance. Sometimes, such groups may use alcohol, smoke and chew tobacco, sniff inhalants, smoke pot, take LSD, use methamphetamines, smoke crack cocaine, or shoot heroin. The sad facts are that drug abuse is everywhere. In the United States, five to 10 million young people between 12-17 are using alcohol, tobacco, or illicit drugs. In other words, half the young people in this age category are using alcohol, tobacco, or illicit drugs.

2) Wanting to fit in and belong is one of the most natural parts of growing up. It is important. For most young people it is the most important part of growing up. A clear position against alcohol and other drug use is not enough for an affective drug prevention education program. It must provide knowledge and skill to help them cope with deciphering pro-use messages, refuse both subtle and direct offers of alcohol and drugs, act appropriately in social situations, build solid interpersonal relationships, express their thoughts and feelings, solve problems, make decisions, and communicate with people in positions of authority.

3) A supportive and effective drug prevention education program must include:

a) Strong acceptance of the child

b) High expectations for appropriate behavior

c) Strong responsiveness to the child

d) Strong positive involvement with the child, e.g. in planned activities

e) Solid guidance

4) Jerry Moe, Director of the Children’s Services in Sierra Tucson, Tucson, AZ advises that “Building trust is a process, not a event; time is the key. Simply caring about a child is all that it takes to start. Listening…validating, respecting and empowering a youngster will build a positive connection, for children don’t care about how much adults know until they know how much adults care.”

c. To Relax and Feel Good.

1) The environment that children grow up in today is very challenging and we can all relate to the comment that “Gee, I’m glad I’m not a kid growing up today. Its really tough out there.” They are in a world of:

• More violence and gangs
• Economic pressures
• HIV and AIDS
• Changing family structures
• Easy access to alcohol, tobacco, and illicit drugs
• Lack of good role models
• More teen pregnancies
• Many more multimedia influences
• Less security about the future
• Techno-distractions

2) These are all factors that may contribute to the new upturn in drug abuse in this country. Some young people think that alcohol or illicit drugs will cheer them up or make them forget about problems they have.
3) Children need someone to help guide them through difficult times, someone to whom they can express their concerns and apprehensions without fear of rejection or recrimination. One of the most important things that can keep children away from alcohol and drugs is the concern and support of at least one caring adult who mentors them through the many phases of childhood.

d. To Take Risks and Rebel. All children need to learn how to take risks because they need to learn many new skills that most adults take for granted. The negative side is that young people, especially teenagers, think they are invincible and are prone to take greater risks. As greater levels of risk are achieved, most young people (especially teenagers) feel almost immortal and will continue to look for opportunities to push limits to grow and in some cases for thrills and excitement. This is why drugs and alcohol hold such allure for some young people with the chance to prove they “can handle it.” To help young people find ways to test their limits, develop activities that involve supervised outdoor programs, i.e. mountain climbing, rappelling, and other physically demanding, or apply risk-taking skills to social, emotional, and intellectual situations instead of daredevil type stunts.

e. To Satisfy Curiosity. By nature, children are very curious. Many will experiment with alcohol, tobacco, and illicit drugs; however, this should not deter us from advocating a healthy and drug-free lifestyle through an aggressive drug prevention education program. The following is the Drug Education For Youth’s (DEFY) list of learning objectives appropriate for each age group.

1) Ages 8-11.

a) Children in this age group needs to know:

- How identify to alcohol, tobacco, marijuana, cocaine, inhalants, hallucinogens, and stimulants in their various forms
- That use of alcohol, tobacco, and other drugs is illegal at their age
- That laws about drug use and sales are designed to protect people
- About addiction and how addiction affects individuals and their families
- That smokeless tobacco and wine coolers are drugs that are both harmful and illegal for them
- How and why the effects of drugs vary from person to person, especially immediately after use
- How drugs affect different parts of the body, and why drugs are dangerous for growing bodies and developing minds
- How social influences such as media advertising, peer pressure, family influences, and community standards may promote drug use.

b) Drug prevention lessons and activities should:

- Focus on the drugs children are apt to use first—tobacco, alcohol, and marijuana
- Encourage open and frank discussions of concerns about drugs and drug use
- Focus on life skills such as problem solving, resisting peer pressure, developing friendships, and coping with stress
- Not glamorize drug use through accepting the drug-using behavior of some folk heroes such as musicians, actors, or athletes
- Emphasize that most people, including a vast majority of people their own age, do not use drugs.
- Emphasize the development of personal and civic responsibility
- Emphasize the development of self-esteem
- Emphasize the development of healthy leisure activities, such as sports, music, art, clubs, and volunteering

a) Children in this age group needs to know:

- How to identify alcohol, tobacco, marijuana, cocaine, inhalants, hallucinogens, and stimulants in their various forms
- That use of alcohol, tobacco, and other drugs is illegal at their age
- That experimenting with drugs is using drugs and does carry significant risks
- How drugs are pushed and how society fights the drug supply problem
- That laws about the use, manufactured, and sale of drugs are designed to protect people
- The extent of the drug problem locally and the efforts of authorities to control it
- How addition affects individuals and their families
- That smokeless tobacco and wine coolers are drugs which are both harmful and illegal for them
- How steroid use can damage the body and mind
- How drugs affect different parts of the body, especially the circulatory, respiratory, nervous, and reproductive systems, and why drugs are dangerous for growing bodies and developing minds
- How drugs interfere with the performance of physical and intellectual tasks
- How social influences such as media advertising, peer pressure, family influences, and community standards may promote drug use.

b) Drug prevention lessons and activities should allow opportunities to prove that they are becoming more responsible by:

- Through independent research
- Helping peers
- Serving as a positive role-model for young youths

3) Ages 14-18.

a) This age group should know:

- How to identify alcohol, tobacco, marijuana, cocaine, inhalants, hallucinogens, and stimulants in their various forms
- Understand that the long- and short-term effects of specific drugs include addiction and death
- Understand that use of alcohol and other drugs is illegal at their age
- Understand that experimenting with drugs is using drugs
- Know how drugs are pushed and how society fights the drug supply problem
- Know that laws about the use, manufacture, and sale of drugs are designed to protect people
- Be aware of the extent of the drug problem locally and know what authorities are doing to control it
- Understand addiction and know how it affects individuals and their families
- Know the tobacco in any form is unhealthy, and that wine coolers are illegal drugs
- Understand how steroid use can damage the body and mind
- Know how and why the effects of drugs vary from person to person, especially immediately after use
- Know how drugs affect different parts of the body, especially the circulatory, respiratory, nervous, and reproductive systems, and why drugs are dangerous for growing bodies and developing minds
- Know how drug use is related to certain diseases and disabilities including AIDS, learning disorders and handicapping conditions, birth defects, and heart, lung, and liver disease
- Understand that taking a combination of drugs, whether illegal or prescription, can be fatal
- Know how alcohol, tobacco, and other drugs affect the developing fetus and the breast feeding infant
TRAINING OFFICERS MANUAL

- Know the full effects and consequences of operating equipment, driving vehicles, and performing other physical tasks while using drugs
- Know the full effects and consequences of drug use on performance of intellectual tasks
- Know that drug use can affect opportunities for personal growth and professional success
- Be familiar with treatment and intervention resources
- Understand that they are role models for younger youth

b) Drug prevention lessons and activities should:

- Have more sophisticated information about drugs
- Make connections between drug use and its consequences for the individual and society
- Emphasize that drug use does not fit in with establishing productive life goals.
- Underscore that they are citizens and consumers, and that as part of society they must bear the costs of drug use.

6. Information about Drugs.

a. Narcotics.

- Product names: Heroin, morphine, codeine, Dilaudid, Demoral, Percodan, Methadone, Talwin
- Symptoms of use: Lethargy, drowsiness, euphoria, nausea, constipation, constricted pupils, slowed breathing.
- Potential consequences: HIV infection, heart or respiratory problems, mood swings, chronic constipation, tremors, toxic psychosis, high potential for addiction.
- Route of administration: Injected and ingested.
- Medical use: For pain relief (except heroin and methadone).
- Legal status: Illicit or prescription only.

b. Hallucinogens.

- Product names: LSD (lysergic acid diethylamide), PCP (phencyclidine), DMT (dimethyltryptamine), Mescal, MDA (methyleneoxyamphetamine), STP (dimehtoxymethamphetatmine), psilocybin, MDMA (methyleneoxyamphetamine).
- Symptoms of use: Trance-like state, excitation, euphoria, increased pulse rate, insomnia, hallucinations.
- Potential consequences: Impaired judgment and coordination can result in greater risk for injury, self-inflicted injury, violent behavior, paranoia, depression or anxiety, unpredictable flashbacks.
- Route of administration: Ingested.
- Medical use: None.
- Legal status: Illicit.
c. Ethyl alcohol.

- **Product names:** Beer, gin, vodka, bourbon, whisky, liqueur, wine, brandy, champagne, rum, sherry, port, coolers.

- **Street names:** Booze, alcohol, liquor, drinks, cocktails, highballs, nightcaps, moonshine, white lightning, hooch.

- **Symptoms of use:** Slurred speech, impaired judgment and motor skill, incoordination, confusion, tremors, drowsiness, agitation, nausea and vomiting, respiratory ailments, depression.

- **Potential consequences:** Impaired judgment can result in sexually transmitted diseases (including HIV/AIDS), injuries, auto crashes, inability to control drinking, high tolerance level, blackouts and memory loss, interference with personal relationships, cirrhosis of the liver, vitamin deficiencies, damage to heart and central nervous system, sexual impotence, and weight gain.

- **Route of administration:** Ingested.

- **Medical use:** For appetite stimulation and mild sedation.

- **Legal status:** Legal for those of established drinking ages.

d. Depressants.

- **Product names:** Sleeping pills and tranquilizers (Seconal, Nembutal, Smytal, Quaalude, Miltow, Norcet, Placidyl, Valium, Librium, Tauxene, Ativan, Xanax, Serax)

- **Street names:** Downers, goofballs, red devil, blue devil, blues, yellow jackets, pink ladies, Christmas trees, phennies, peanuts.

- **Symptoms of use:** Drowsiness, confusion, incoordination, tremors, slurred speech, depressed pulse rate, shallow respiration, dilated pupils.

- **Potential consequences:** Anxiety, depression, restlessness, psychotic episodes, chronic fatigue, insomnia, changes in eyesight, irregular menstruation, stopped breathing, suicide, dependence requiring more of the drug to get the same effect, severe withdrawal symptoms.

- **Route of administration:** Ingested.

- **Medical use:** For tranquilization, sedation, and sleep.

- **Legal status:** Prescription only

e. Cocaine and Crack Cocaine.

- **Product names:** Cocaine, crack cocaine.

- **Street names:** Cocaine—coke, flake, snow, happy dust, gold dust, Cecil, C, freebase, toot, white girl, Scotty. Crack cocaine—crack, rock, base, and sugar block.

- **Symptoms of use:** Excitability, euphoria, talkativeness, anxiety, increased pulse rate, dilated pupils, paranoia, agitation, and hallucinations.

- **Potential consequences:** High risk for addiction, violent or erratic behavior, hallucinations, cocaine psychosis, eating or sleeping disorders, impaired sexual performance, ongoing respiratory problems, ulceration of the mucous membrane of the nose, collapse of the nasal septum, cardiac or respiratory arrest.
• **Route of administration**: Sniffed and smoked.

• **Medical use**: None.

• **Legal status**: Illicit.

f. **Cannabis (Marijuana).**

• **Product names**: Delta-9-tetrahydocannabinol, Cannabis sativa, marijuana, hashish, hashish oil.

• **Street names**: Pot, weed, reefer, joint, stick, Mary Jane, Acapulco Gold, rope, jive stick, hay, loco weed, bhang, ganja, hash, hash oil, chronic, (Blunts refer to cigars into which marijuana is rolled.)

• **Symptoms of use**: Mood swings, euphoria, slow thinking and reflexes, dilated pupils, increased appetite, dryness of mouth, increased pulse rate, delusions, hallucinations.

• **Potential consequences**: Amotivationa l syndrome, memory impairment, weight gain, increased risk for cancer, lower sperm counts and lower testosterone levels for men, increased risk of infertility for women, psychological dependence requiring more of the drug to get the same effect. Marijuana serves as a barrier against self-awareness, and users may not learn key developmental skills.

• **Route of administration**: Ingested and smoked.

• **Medical use**: Research.

• **Legal status**: Illicit.

g. **Stimulants.**

• **Product names**: Amphetamine, Methamphetamine, Biphetamine, Dexedrine, Desoxyn, Tenuate, lonamin, Tepanil.

• **Street names**: Uppers, pep pills, bennies, wake-ups, eye-openers, co-pilots, coast-to-coast, cartwheels, A's, black beauties, chalk, ice, crank, speed, meth, crystal.

• **Symptoms of use**: Excitability, tremors, insomnia, sweating, dry mouth and lips, bad breath, dilated pupils, weight loss, paranoia, and hallucinations.

• **Potential consequences**: Weight loss, nutritional deficiency, chronic sleep problems, high pressure, paranoia, anxiety or nervousness, decreased emotional control, severe depression, violent behavior, death from heart failure or suicide.

• **Route of administration**: Ingested.

• **Medical use**: For narcolepsy, obesity, hyperkinesias

• **Legal status**: Prescription only.

h. **Inhalants.**

• **Product names**: Organic solvents, nitrous oxide, nitrites, aerosols, airplane glue, nail polish remover, lighter fluid, gasoline, paints, hair spray.

• **Street names**: Nitrous oxide—laughing gas, whippets. Amy nitrates—snappers, poppers, pearls, amies. Butyl nitrate—locker room, bolt, bullet, rush, climax.
• **Symptoms of use**: Drunkenness, slurred speech, incoordination, nausea, vomiting, slowed breathing.

• **Potential consequences**: Brain damage, pains in chest, muscles, joints, heart trouble, severe depression, toxic psychosis, nerve damage, fatigue, loss of appetite, bronchial tube spasm, sores on nose or mouth, nosebleeds, diarrhea, nausea, bizarre or reckless behavior, sudden death, suffocation.

• **Route of administration**: Sniffed.

• **Medical use**: Nitrous oxide only, for anesthesia.

• **Legal status**: Most products available in retail stores.

7. **Resources.** In addition to resources available in your local area, there are several publications available and organizations you may contact for help. The following is a partial list of resources available to you:

   a. **Local Government Resources**.
      - Police Department
      - Sheriffs Department
      - Health Department

   b. **State Government**.
      - National Guard State Headquarters
      - Drug Demand Reduction Coordinator

   a. **Federal Resources**:

      **SAMHSA's National Clearinghouse for Alcohol and Drug Information**
      P.O. Box 2345
      Rockville, MD 20847-2345
      800-729-6686
      www.samhsa.gov

      SAMHSA’s Center for Substance Abuse Prevention (CSAP)
      www.samhsa.gov/csap

      SAMHSA’s Family Guide to Keeping Youth Healthy and Drug Free
      http://family.samhsa.gov

      SAMHSA’s Parenting is Prevention
      http://parentingisprevention.samhsa.gov

      SAMHSA’s Soy Unica! Soy Latina!
      www.soyunica.gov

      **Centers for Disease Control and Prevention (CDC) National AIDS Clearinghouse**
      P.O. Box 6003
      Rockville, MD 20849-6003
      800-458-5231
      www.cdcnpin.org

      Tobacco Information and Prevention Source at CDC
      www.cdc.gov/tobacco
Office of Minority Health Resource Center
P.O. Box 37337
Washington, DC 37337
800-444-6472
www.omhrc.gov

Office of National Drug Control Policy (ONDCP)
www.whitehousedrugpolicy.gov

ONDCP’s Anti-Drug
www.theantidrug.com

ONDCP’s Freevibe
www.freevibe.com

Office of Juvenile Justice and Delinquency Prevention and Center for Substance Abuse Prevention’s Strengthening America’s Families
www.strengtheningfamilies.org

Children, Youth, and Families Education and Research Network (CYFERnet)
www.cyfernet.org

b. Private-Sector Resources:

Adolescence Directory Online Center for Adolescent Studies Indiana University
www.education.indiana.edu/cas/adol/adol.html

Partnership For A Drug-Free America
www.drugfreeamerica.org

Al-Anon/Alateen Family Group Headquarters, Inc
1600 Corporate Landing Parkway
Virginia Beach, VA 23454-5617
800-356-9996
www.al-anon.alateen.org

Alcoholics Anonymous World Services
475 Riverside Drive
New York, NY 10115
www.alcoholics-anonymous.org

America Online’s Parents’ Resource Center
Key word: drug help

Community Anti-Drug Coalitions of America
901 North Pitt Street, Suite 300
Alexandria, VA 22314
703-706-0560
800-54-CADCA
www.cadca.org

Early Childhood Educators’ and Family Web Corner
http://users.stargate.net/~cokids/
Mothers Against Drunk Driving (MADD)
P.O. Box 541688
Dallas, TX 75354-1688
800-GET-MADD
www.madd.com

Narcotics Anonymous
P.O. Box 9999
Van Nuys, CA 91409
818-773-9999
www.na.org
CHAPTER 6
SECTION I: INTRODUCTION TO DRILL

1. General. This manual is designed to provide uniformity and standardization for all Young Marine organizations. This Manual prescribes procedures for all close order drill and ceremonies used by the United States Marine Corps and slightly modified for the Young Marines. Commanders will only deviate from prescribed procedures when expressly authorized for specific provisions of this manual.

2. Purpose of Drill. Drill is used to:
   a. Move units from one place to another in a standard, orderly manner.
   b. Provide simple formations from which good order and discipline may be readily assumed.
   c. Teach discipline by instilling habits of precision and automatic response to orders.
   d. Increase the confidence of Young Marines through the exercise of command, by the giving of proper commands, and by the control of drilling troops.

3. Purpose of Formations.
   a. To build unit cohesion and esprit de corps by recognizing Young Marines during awards and promotion ceremonies.
   b. To maintain continuous accountability and control of Young Marines.
   c. To provide frequent opportunities to observe the appearance and readiness of the uniforms and equipment of the individual Young Marine.
   d. To keep the individual Young Marine informed by providing the means to pass the word.
   e. To develop command presence in Young Marine leaders.
   f. To instill and maintain high standards of military bearing and appearance in units and in the individual Young Marine.
   g. To add color and dignity to the daily routine by reinforcing the traditions of excellence associated with close order drill.

4. Scope. This manual prescribes drill for general use. Diagrams shown must be adapted to the strength of the unit and available space. Unless otherwise stated, whenever the masculine or feminine gender is used, both men and women are included.

5. Definitions. The following definitions are standard terms used throughout this manual.
   a. Alignment. Several elements dressed on a straight line.
   b. Assembly Area. A designated location for forming units of platoon size or larger in preparation for a parade, review or ceremony.
   c. Arms. A term used to normally designate the parade rifle but can refer to any firearm.
   d. Base. The element the movement is regulated on.
   e. Cadence. A rhythmic rate-of-march at a uniform step.
   f. Center. The middle element of a formation with an odd number of elements (See figure 6-I-1a.) or the left center element of a formation with an even number of elements. (See figure 6-I-1b.)
g. **Ceremony.** A formal military formation designated to observe a specific occasion.

h. **Column.** A formation in which elements are placed one behind the other. A section or platoon is in column when members of each squad are one behind the other with the squads abreast of each other.

i. **Commander of Troops (COT).** The COT is the senior adult leader taking part in the ceremony. If an all Young Marine ceremony, the COT is the senior Young Marine.

j. **Depth.** The element or a formation’s space from head to rear. (See figure 6-I-1a.) The depth of an individual is considered to be 12 inches.

k. **Distance.** The space between each element in the direction of depth. Between individuals, the space between your chest and the person to your front. Between formations is the space from the front of the rear unit to the rear of the unit in front. Platoon commanders, guides, and others whose positions in a formation are 40 inches from a rank are, themselves, considered a rank. Otherwise, commanders and those with them are not considered in measuring distance between units. The color guard is not considered in measuring distance between subdivisions of the unit with which it is posted. In troop formations, the distance between ranks is 40 inches. (See figure 6-I-2.)

l. **Double Time.** The cadence is 180 steps (36 inches in length) per minute.

m. **Element.** An individual, squad, section, platoon, unit, or other units that are part of a larger formation.

n. **Extended Mass Formation.** The formation of a company or larger unit in which major elements are in column at close or normal interval and abreast at a specified interval greater than normal interval.
o. **File.** A single column of troops or vehicles one behind the other.

p. **Flank.** The right or left extremity of a unit, either in line or in column. The element on the extreme right or left of the line. A direction at a right angle to the direction an element or a formation is facing.

q. **Formation.** Arrangement of elements of a unit in line, in column, or in any other prescribed manner.

r. **Front.** The space occupied by an element or a formation, measured from one flank to the other. (See figure 6-1a.) The front of an individual is considered to be 22 inches.

s. **Guide.** The individual (base) upon whom a formation, or other elements thereof, regulates its march. To guide: to regulate interval, direction, or alignment; to regulate cadence on a base file (right, left, or center).

t. **Head.** The element leading a column.

u. **Interval.** The lateral space between elements on the same line. (See figure 6-1-3.) Interval is measured between individuals from shoulder to shoulder and between vehicles from hub to hub or track to track. It is measured between elements other than individuals and between formations from flank to flank. Unit commanders and those with them are not considered in measuring interval between elements of the unit. Normal interval between individuals is one arm's length. Close interval is the horizontal distance between shoulder and elbow when the left hand is placed on the left hip.

![Figure 6-1.3. Interval and Rank.](image)

v. **Left (Right).** Extreme left (right) element or edge of a body of troops.

w. **Line.** A formation in which the elements are side by side or abreast of each other. A section or platoon is in line when its squads are in line and one behind the other.

x. **Line of March.** The direction that individuals or units march.

y. **Line of Troops.** The line on which Young Marines form in formation.

z. **Mass Formation.** The formation of a company or larger unit in which the major elements are in column at close interval and abreast at close interval.

aa. **Pace.** A full-lengths step in quick time, normally 30 inches. Some Young Marines may not be physically able to step a full 30-inch step. Commanders may adjust as needed.

6-1-3
bb. **Parade.** A parade is a ceremony that involves the movement of marching units.

c. **Point of Rest.** The point toward which all elements of a unit establish their dress or alignment.

dd. **Quick Time.** Cadence at 112 to 120 steps (12, 15, or 30 inches in length) per minute. It is the normal cadence for drills and ceremonies.

e. **Rank.** A line of troops or vehicles placed side by side.

ff. **Review.** A review is a type of ceremony that omits certain elements found in a parade, but includes an inspection (trooping the line) not found in a parade.

gg. **Rigged.** This term refers to the condition when uniforms and equipment are properly fitted out in the manner for which they were intended for use. A Young Marine is rigged when wearing the prescribed uniform or equipment.

hh. **Snap.** In commands or signals, the quality that inspires immediate response. In drill the immediate and smart execution of a movement.

ii. **Step.** The distance from heel to heel between the feet of a marching individual. The half step and back step are 15 inches. The right and left steps are 12 inches. The steps in quick and double time are 30 and 36 inches, respectively. Some Young Marines may not be physically able to step a full 30-inch step. Commanders may adjust as needed.

jj. **Strong Grip.** The strong grip is when the thumb is wrapped around the front of the staff with the fingers wrapped to the rear. (See figure 6-I-4.)

kk. **Unit Leader.** The individual drilling the unit. This can be any individual who is conducting drill or can be those assigned a specific billet such as squad leader, platoon sergeant, unit commander, etc.

ll. **“V” Grip.** The “V” grip is with the staff placed in the “V” formed by the thumbs and forefinger with the fingers extended and joined. (See figure 6-I-5.)

6. **Instructing Drill.**

   a. Properly training Young Marines in drill is an important responsibility. From the beginning of their Young Marine career, Young Marines should take pride in being considered efficient in drill. As they progress through the ranks, they know the drill regulations and how to instruct, they will gain the respect and confidence of those they command. In addition, good drill instructors must:
1) Follow regulations strictly, as an example to the personnel under instruction.

2) Have energy, patience, and spirit.

3) Have military neatness and bearing.

4) Observe personnel closely, immediately correcting any mistakes noted.

b. When instructing drill movements for unit movement the system described by the acronym P.F.W.C will be used to ensure all required information is provided. P.F.W.C. stands for:

(P) Purpose of the movement.
(F) Formation from which the movement is executed.
(W) When the movement may be executed.
(C) Commands to cause the movement to be executed.

c. When the instructor corrects a movement, the individual or unit should immediately be required to repeat the movement properly.

d. Before a drill period, an instructor should thoroughly study the movements to be executed.

e. Instructors may place themselves wherever they can best control the troops, make corrections, and ensure proper performance.

f. The instructor briefly explains and demonstrates each new movement prior to its execution by the troops. The troops should take proper positions unassisted. Each position or movement must be thoroughly understood before another is attempted.

g. Drill periods should be short but frequent. Snap should be required in every movement.

7. Instruction Groups.

a. The basic instruction group is the squad. Its size facilitates individual instruction.

b. Individuals who learn slowly should be placed in special squads. The best instructors available should drill these squads.


a. There are four types of commands: preparatory commands, commands of execution, combined commands, and supplementary commands. All commands in this Manual are shown in quotation marks, e.g., “Present, ARMS” and bold print.

1) The preparatory command indicates a movement is to be made and may also indicate the direction of the movement. In this Manual, preparatory commands are shown beginning with a capital letter followed by lower case letters. The comma indicates a pause between the preparatory command and the command of execution. Examples would be “Forward,” “Left,” “Platoon,” “About,” etc.

2) The command of execution causes the desired movement to be executed. In this Manual, commands of execution are shown in CAPITAL LETTERS. Examples would be “MARCH,” “FACE,” “ATTENTION,” etc.

3) With the combined command, the preparatory command and the command of execution are combined. In this Manual combined commands are shown in UNDERLINED CAPITAL LETTERS. Examples would be “AT EASE,” “REST,” “FALL IN,” etc.

4) Supplementary commands are commands that cause the component units to act individually. An example would be the commands squad leaders would give to their individual squads.
following the platoon commander's preparatory command, “**Column of Files From the Right,**” and before the command of execution “**MARCH.**” In this Manual supplementary commands may be shown as preparatory commands, commands of execution or combined commands, depending on the movement.

b. When giving commands, commanders face their troops.

1) For company formations or larger, when commanding marching troops from the head of a column or massed formations, commanders march backward while giving commands.

2) When commanding a unit that is part of a larger unit, commanders turn their heads to give commands, but do not face about except when the unit is halted and the smaller units are in line. In this case, the leader faces about to give all commands except to repeat preparatory commands, for which turning the head is sufficient.

c. Commanders of platoons and larger units, when drilling as a part of a still larger unit, repeat all preparatory commands or give the proper new command or warning. There are three exceptions to this.

1) The first is that no repetition is necessary for combined commands such as **“FALL IN,” “FALL OUT,” “REST,”** or **“AT EASE.”**

2) The second is that no repetition of command is necessary when a unit is in mass formation.

3) The third exception is that no repetition of command is necessary during parades and ceremonies where the commander of troops, adjutant, etc., may be clearly heard by all hands or the commander of troops and adjutant, give combined commands and subordinate unit commanders cause their units to execute the command independently. (e.g., when the regimental commander gives the combined command to **“PORT ARMS”** subordinate battalion commanders would give the command of **“Port, ARMS”** so that their battalion would execute the command as an independent unit of the regiment.)

d. If at a halt, the commands for movements, which involve marching at quick time in a direction other than to the direct front, such as **“Column Right, MARCH,”** are not prefaced by the preparatory command, **“Forward.”**

e. The only commands that use unit designations, such as “**Battalion**” or “**Unit,**” as preparatory commands are **“ATTENTION” and “HALT.”** Such commands shall have no further designation added (e.g., “**First Battalion, ATTENTION**” or “**Unit, HALT**”). Commands shall be given only as stated herein.

f. A command must be given loud enough for all members of a unit to hear.

1) Good posture, proper breathing, and the correct use of throat and mouth muscles help develop a commander's voice.

2) Projecting the voice enables one to be heard at maximum range without undue strain. To project a command, commanders must focus their voices on the most distant individuals. Good exercises for voice projection are:

   a) Yawning to get the feel of the open mouth and throat.

   b) Counting and saying the vowel sounds “**oh**” and “**ah**” in a full, firm voice.

   c) Giving commands at a uniform cadence, prolonging each syllable.

   d) When practicing, stand erect, breathe properly, keep the mouth open wide, and relax the throat.
3) The diaphragm is the most important muscle in breathing. It is the large horizontal muscle that separates the chest from the abdomen. It automatically controls normal breathing, but must be developed to give commands properly. Deep breathing exercises are one good method of developing the diaphragm. Another is to take a deep breath, hold it, open the mouth, relax the throat muscles, and snap out a series of fast “hats” or “huts.” Expelling short puffs of air from the lungs should make these sounds. If properly done, you can feel the stomach muscles tighten as the sounds are made.

4) The throat, mouth, and nose act as amplifiers. They give fullness to and help project the voice. In giving commands, the throat should be relaxed. The lower jaw and lips should be loose. The mouth should be open wide and the vowel sounds (a, e, i, o, u) should be prolonged. Consonants (letters other than vowels) and word endings should be curt and sharply cut off.

5) The position of attention is the proper position for giving commands (See figure 6-I-6a). A leader's bearing will be emulated. If it is military, junior personnel will be inspired to respond to commands with snap and precision.

6) Distinct commands inspire troops. Indistinct commands confuse them. All commands can be given correctly without loss of effect or cadence. To give distinct commands, you must emphasize enunciation; make full use of the tongue, lips, and lower jaw; practice giving commands slowly, carefully, and in cadence; and then increase the rate of delivery until the proper rhythm (112 to 120 beats per minute) is reached and each syllable is distinct. Raising the hand to the mouth to aid in projecting commands is not proper.

7) Inflection is the rise and fall in pitch, the tone changes of the voice.
   a) Preparatory commands should be delivered with a rise and inflection in the voice. (e.g., “Baaatal ion,” “Plaaatoon,” “Fooreward,” “To the Rear,” etc.) In particular those preparatory commands that cause supplemental movements should be heavily accentuated on the last syllable. (e.g., The command “Squaaad, ATTENTION” the preparatory command Squad‖ causes the squad members to go to the position of parade rest.
   b) A command of execution is given in a sharper and higher pitch than the tone of the preparatory command's last syllable. A good command of execution has no inflection, but it must have snap. It should be delivered with sharp emphasis, ending like the crack of a whip. If properly given, troops will react to it with snap and precision.
   c) Combined commands such as “FALL IN” are delivered without inflection. They are given in the uniform high pitch and loudness of a command of execution. a. Position of Attention. b. Right Shoulder Arms.

a. Certain drill movements may be made toward either flank. This Manual explains such
movements in one direction only. To move to the other direction, it is necessary to substitute the
word “left” for “right” as shown in parentheses.

b. The command, “AS YOU WERE,” cancels a movement or order started but not completed. At
this command, troops should resume their former positions.

c. While marching, alignment is maintained toward the right, except:

1) Upon the command “GUIDE LEFT” or “GUIDE CENTER,” alignment is maintained toward the
left or center until the command “GUIDE RIGHT” is given.

2) Regardless of the direction in which alignment is established, at the command of execution for a
drill movement involving marching, the direction of alignment is toward direction of the
movement. (e.g., if the command of “Column Left, MARCH” is given, the unit aligns to the left
until the column movement is completed.) Upon completion of the drill movement, alignment will
be in the direction established prior to commencing the movement.

3) In a column of platoons, the guide of the leading platoon controls
direction and distance, and
maintains the cadence counted by the commander. Guides of the following platoons control
distances and follow the direction and cadence set by the leading guide.

d. Slight changes in direction are made by:

1) Adding “Half” to the preparatory command for turning or column movements; for example,
“Column Half Right (Left), MARCH,” changes direction 45 degrees.

2) At the command “INCLINE TO THE RIGHT (LEFT),” guides change their direction of march
slightly to the right (left).

e. Platoons in a unit and individuals in a squad are numbered from right to left in line, and from
front to rear in column. Squads in a platoon are numbered from front to rear in line and from left
to right in column.

f. Posts of element leaders and guidon bearers, and special units are shown in figures or
explained later in this manual.

1) The most direct route shall be taken to change post unless specifically prescribed. The
movement is made as soon as possible after the command of execution. Persons who have
duties in connection with the movement take their new posts after those duties have been
performed. Individuals moving from one post to another or aligning units must maintain military
bearing. All necessary facings and changes of direction must be made as if drilling.

2) After the initial formation, guidon bearers and special units maintain their positions with
respect to the flank or end of the organization with which they were originally posted.

g. Whenever drill movements are executed while troops are marching, the command of execution
is given as the left foot strikes the deck if the movement is to the left, and as the right foot strikes
the deck if the movement is to the right. The one exception is when executing left shoulder arms
from port arms; the command of execution will be given on the right foot. (See table 1-1 for the
suggested foot to give commands on while marching.)

h. The cadence of commands should be that of quick time, even though no marching is involved.
The pause between preparatory commands and commands of execution should be adapted to
the size and formation of the unit.

1) The best pause to allow for a squad or platoon while marching is one count or step between
the two commands. (See table 6-I-1 for the suggested foot to give commands on while marching.)

a) To develop the proper cadence for commands at a halt, count ONE, TWO, THREE, FOUR in quick time. Then give commands, such as “Right, FACE,” without interrupting the cadence:

<table>
<thead>
<tr>
<th>ONE</th>
<th>TWO</th>
<th>THREE</th>
<th>FOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Right,”</td>
<td>(PAUSE)</td>
<td>FACE</td>
<td></td>
</tr>
</tbody>
</table>

b) Marching commands, such as “By the Right Flank, MARCH,” must be started so the preparatory command will end as the foot in the desired direction of movement strikes the deck. There is then a full count before the command of execution, which is given on the same foot. (See table 6-I-1 for the suggested foot to give commands on while marching.)

c) For a company or larger unit, the intervals must be longer. This is necessary for leaders of component units to repeat preparatory commands, give warning, or supplementary commands. The following example shows the proper cadence for the command “Right, FACE” to a company:

<table>
<thead>
<tr>
<th>ONE</th>
<th>TWO</th>
<th>THREE</th>
<th>FOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Unit Commander)</td>
<td>(Platoon Leader)</td>
<td>“Right”</td>
<td>(Unit Commander)</td>
</tr>
<tr>
<td>“Right, “</td>
<td>“Right”</td>
<td>FACE</td>
<td></td>
</tr>
</tbody>
</table>

10. Drill by the Numbers. For instructional purposes, drill movements may be divided into individual motions. When executed by the numbers, the first motion is made on the command of execution. Subsequent motions are made in proper order on the commands TWO, THREE, FOUR, and the number of counts depend upon the number of motions in the movement. To use this method, the command “BY THE NUMBERS” precedes the preparatory command. All movements are executed using the numbers until the command “WITHOUT NUMBERS” is given.

<table>
<thead>
<tr>
<th>RIGHT</th>
<th>LEFT</th>
<th>RIGHT</th>
<th>LEFT</th>
<th>RIGHT</th>
<th>LEFT</th>
<th>WHEN GIVEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Squad,</td>
<td>(step)</td>
<td>(HALT)”</td>
<td>From the column or flank</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Pla</td>
<td>Toon,</td>
<td>(step)</td>
<td>(HALT)”</td>
<td>From the column or flank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Unit,</td>
<td>(step)</td>
<td>(HALT)”</td>
<td>From the column or flank</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Right Turn,</td>
<td>(step)</td>
<td>MARCH”</td>
<td>While marching in unit mass the color guard or staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Left Turn,</td>
<td>(step)</td>
<td>MARCH”</td>
<td>While marching in unit mass the color guard or staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Counter March,</td>
<td>(step)</td>
<td>MARCH”</td>
<td>For color guard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Mark Time,</td>
<td>(step)</td>
<td>MARCH”</td>
<td>May be given as either foot strikes the deck from line, column, or oblique</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Mark Time,</td>
<td>(step)</td>
<td>MARCH”</td>
<td>May be given as either foot strikes the deck from line, column, or oblique</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Half Step,</td>
<td>(step)</td>
<td>MARCH”</td>
<td>May be given as either foot strikes the deck from line, column, or oblique</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Table 6-I-1. Suggested Foot to Give Marching Commands On**

<table>
<thead>
<tr>
<th>RIGHT</th>
<th>LEFT</th>
<th>RIGHT</th>
<th>LEFT</th>
<th>RIGHT</th>
<th>LEFT</th>
<th>WHEN GIVEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>“For”</td>
<td>Ward,</td>
<td>(step)</td>
<td>MARCH*</td>
<td></td>
<td></td>
<td>From mark time or half in column or flank</td>
</tr>
<tr>
<td>“By the Right”</td>
<td>Flank,</td>
<td>(step)</td>
<td>MARCH*</td>
<td></td>
<td></td>
<td>From column or flank</td>
</tr>
<tr>
<td>“By the Left”</td>
<td>Flank,</td>
<td>(step)</td>
<td>MARCH*</td>
<td></td>
<td></td>
<td>From column or flank</td>
</tr>
<tr>
<td>“Column”</td>
<td>Left,</td>
<td>(step)</td>
<td>MARCH*</td>
<td></td>
<td></td>
<td>From the column</td>
</tr>
<tr>
<td>“Column”</td>
<td>Right,</td>
<td>(step)</td>
<td>MARCH*</td>
<td></td>
<td></td>
<td>From the column</td>
</tr>
<tr>
<td>“Column”</td>
<td>Half</td>
<td>Right,</td>
<td>(step)</td>
<td>MARCH*</td>
<td></td>
<td>From the column</td>
</tr>
<tr>
<td>“Column”</td>
<td>Half</td>
<td>Left,</td>
<td>(step)</td>
<td>MARCH*</td>
<td></td>
<td>From the column</td>
</tr>
<tr>
<td>“To the Rear,”</td>
<td>(step)</td>
<td>MARCH*</td>
<td></td>
<td></td>
<td></td>
<td>From the column or flank</td>
</tr>
<tr>
<td>“Right”</td>
<td>Oblique,</td>
<td>(step)</td>
<td>MARCH*</td>
<td></td>
<td></td>
<td>From the column</td>
</tr>
<tr>
<td>“For”</td>
<td>Ward,</td>
<td>(step)</td>
<td>MARCH*</td>
<td></td>
<td></td>
<td>From right oblique</td>
</tr>
<tr>
<td>“Pla”</td>
<td>Toon,</td>
<td>(step)</td>
<td>HALT*</td>
<td></td>
<td></td>
<td>From right oblique</td>
</tr>
<tr>
<td>“In Place,”</td>
<td>(step)</td>
<td>HALT*</td>
<td></td>
<td></td>
<td></td>
<td>To halt in the right oblique from in place halt, mark time or half step</td>
</tr>
<tr>
<td>“Re Sume,”</td>
<td>(step)</td>
<td>MARCH*</td>
<td></td>
<td></td>
<td></td>
<td>To resume marching in the left/right oblique from in place halt, mark time or half step</td>
</tr>
<tr>
<td>“left Oblique,”</td>
<td>(step)</td>
<td>MARCH*</td>
<td></td>
<td></td>
<td></td>
<td>From column</td>
</tr>
<tr>
<td>“For”</td>
<td>Ward,</td>
<td>(step)</td>
<td>MARCH*</td>
<td></td>
<td></td>
<td>From left oblique</td>
</tr>
<tr>
<td>“Pla”</td>
<td>Toon,</td>
<td>(step)</td>
<td>HALT*</td>
<td></td>
<td></td>
<td>From left oblique</td>
</tr>
<tr>
<td>“In Place,”</td>
<td>(step)</td>
<td>HALT*</td>
<td></td>
<td></td>
<td></td>
<td>To halt in the left oblique while marching at quick time, mark time or half step</td>
</tr>
<tr>
<td>“Close, (step)</td>
<td>MARCH*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>To close the interval in column marching</td>
</tr>
<tr>
<td>“Ex”</td>
<td>Tend,</td>
<td>(step)</td>
<td>MARCH*</td>
<td></td>
<td></td>
<td>To extend the interval in column marching</td>
</tr>
<tr>
<td>“Count Cadence,”</td>
<td>(step)</td>
<td>COUNT*</td>
<td></td>
<td></td>
<td></td>
<td>From column</td>
</tr>
<tr>
<td>“De Layed Cadence,”</td>
<td>(step)</td>
<td>COUNT*</td>
<td></td>
<td></td>
<td></td>
<td>From column</td>
</tr>
</tbody>
</table>


a. Mass Commands. The use of mass commands in drill develops confidence and team spirit. It also teaches troops to give and execute commands properly.
1) The initial command is “At Your Command.” The instructor then gives a preparatory command that describes the movement, for example, “At Your Command, Face the Platoon to the Right, COMMAND.” After this, all members of the platoon command, “Right, FACE” together and execute it. Another mass command example is “At Your Command, Call the Platoon to Attention, COMMAND.” The troops command, “Platoon, ATTENTION.”

2) Marching movements may be conducted in a similar manner as follows: “ALL MOVEMENTS UNTIL FURTHER NOTICE WILL BE AT YOUR COMMAND.”

   a) INSTRUCTOR: “Call the Platoon to Attention, COMMAND.” Young Marines: “Platoon, ATTENTION.”

   b) INSTRUCTOR: “Forward, COMMAND.” Young Marines: “Forward, MARCH.”

   c) INSTRUCTOR: “By the Right Flank, COMMAND.” TROOPS: “By the Right Flank, MARCH.”

3) Only simple movements with short preparatory commands are used for mass commands. Preparatory commands that require supplemental commands by subordinate leaders are not used.

4) In order to return to normal drill methods, the instructor orders “At My Command.”

b. Individual Commands From Ranks. As an aid in training individuals to give commands properly, personnel in ranks may be designated to give individual commands. This should be done only after a unit has learned to execute commands and give mass commands. The instructor designates the individual who is to give the command by name or place in ranks. He may be designated while the unit is marching or halted. The instructor describes the movement to be made, as in mass commands, but does not add “COMMAND.” The designated individual remains in position and gives the appropriate command, executing the command with the unit.

c. Counting Cadence. Counting cadence by troops in ranks teaches them group coordination and rhythm. The command is “Count Cadence, COUNT” or “Delayed Cadence, COUNT.” The command of execution being given as the left foot hits the deck. Everyone then counts cadence for 8 steps, starting when the left foot next strikes the deck. They should be required to do so in a firm, vigorous manner.

<table>
<thead>
<tr>
<th>Step</th>
<th>Count</th>
<th>LEFT</th>
<th>RIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>One</td>
<td>Two</td>
</tr>
<tr>
<td>“Count Cadence, COUNT”</td>
<td></td>
<td>Three</td>
<td>Four</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Count</th>
<th>LEFT</th>
<th>RIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>One</td>
<td>Two</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One</td>
<td>Two</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One</td>
<td>Two</td>
</tr>
<tr>
<td>(United)</td>
<td>(States)</td>
<td>Three</td>
<td>Four</td>
</tr>
<tr>
<td>“Delayed Cadence, COUNT”</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


a. Cadence Drill (Speed Drill). Cadence drill is an advanced form of drill. It is used only with Young Marines who have learned basic drill as prescribed in this Manual. It provides variety for well-trained Young Marines and “livens up” a drill period. In cadence drill, the commander abbreviates preparatory commands and deletes the pause between the preparatory command and the command of execution. Each time a commander uses this form of drill, he must explain that the unit is departing from prescribed drill. Cadence drill is suitable for platoon and smaller units. Examples of cadence drill are:
b. **Trick Drill.** As with cadence drill, this form of drill is used only with troops who have thoroughly learned all prescribed drill and cadence drill. Additionally, it may be used as a motivating device for well-trained troops. It is extremely complex and requires extensive training and rehearsals. Trick drills are not described in this Manual. They are limited only by the imagination of the drill instructor.

13. **Table of Symbols used for Drill.**

Table 6-1-2. Shows the symbols used in this manual.

*(Please substitute the word Company with the word unit.)*
CHAPTER 6
SECTION II: INDIVIDUAL DRILL

1. General.
   a. Individual movements form the basis for building unit formations and movements.
   b. Movements that can be executed from both the halt and while on the march should be
      explained, demonstrated, and practiced from the halt first.

   POSITIONS

2. Attention. The position of attention (see Figure 6-II-1) is the basic military position from which most
other drill movements are executed. There are no counts, however, there are seven steps in
   describing the position:
   a. Smartly bring your left heel against the right.
   b. Turn your feet out equally to form an angle of 45 degrees. Keep your heels on the same line
      and touching.
   c. Your legs should be straight, but not stiff at the knees.
   d. Keep your hips and shoulders level and your chest lifted.
   e. Your arms should be straight, but not stiff at the elbows; thumbs along the trouser seams, palms
      facing inward toward your legs, and fingers joined in their natural curl.
   f. Keep your head and body erect. Look straight ahead. Keep your mouth closed and your chin
      pulled in slightly.
   g. Stand still and do not talk.
   h. The movement may be executed when halted, at any position of rest, or while marching at route
      step or at ease. The commands are “FALL IN” and “ATTENTION.” On the command “FALL
      IN,” you would assume your position in ranks at the position of attention. The command
      “ATTENTION” is always preceded by a preparatory command designated by the size of the
      unit, such as “Squad, Platoon,” or “Company.” For example, when drilling a squad the
      command to bring them to attention would be “Squad, ATTENTION.” Thereafter, they move
      only as ordered until given “AT EASE,” “REST,” “FALL OUT,” or they are dismissed.
   i. When at a position of rest or while marching at route step or at ease and the command
      “ATTENTION” is given, the following applies:

      1) When given at parade rest, come to attention.
      2) When given at ease or rest, assume the position of parade rest on the preparatory command
         “Squad.” When “ATTENTION” is given go to that position.
      3) When given while marching at route step or at ease, get in step as soon as possible and
         continue to march at attention.

   6-II-1

   (Revised 5/2011)
3. Rest. There are four positions of rest for halted troops. They are parade rest, at ease, rest, and fall out. The purpose of rest is to give troops a rest from the position of attention. Parade rest, at ease, and rest, are one-count movements. Fall out is not a precision movement and has no counts. All are executed from the position of attention. The commands are “Parade, REST;” “AT EASE;” “REST;” and “FALL OUT.”

a. Parade Rest. On the preparatory command “Parade,” shift the weight of your body to the right leg without noticeable movement. On the command of execution “REST,” and for the count of one, move the left foot twelve inches (measured from the inside of each heel) smartly to the left. The heels remain on line and the body weight rests equally on both legs. At the same time the left foot is moved, clasp the hands behind the back. The left hand is placed just below the belt and the right hand is placed inside the left. The thumb of the right hand lightly grasps the thumb of the left. All fingers are extended and joined with the palms to the rear. The elbows will be in line with the body. Silence and immobility are required. (See Figure 6-II-1.) The only command you may receive while at parade rest is “ATTENTION.”

b. At Ease. The command is “AT EASE.” It is executed in one count. At the command, keep your right foot in place. You may move about, but must not talk. You may also be given this command when not in ranks. In this case, it means cease talking, but continue whatever you were doing before the command. When in ranks, the only command you may receive while at ease is “ATTENTION.”

c. Rest. The command is “REST.” It is executed in one count. At the command, you may move and talk; however, you must keep your right foot in place. The only command you may receive while at rest is “ATTENTION.”

d. Fall Out. The command is “FALL OUT.” At the command, leave your position in ranks, but remain nearby or proceed to a pre-designated area. When “FALL IN” is given, return to your place in ranks at the position of attention.
4. **Eyes Right (Left).** The purpose of eyes right (left) is to demonstrate military courtesy to reviewing officers and dignitaries during parades and ceremonies. It is executed in one count when halted at attention or marching at quick time. The command is **“Eyes, RIGHT (LEFT).”** The command to turn the head back to the position of attention is **“Ready, FRONT.”**

   a. When the command of execution **“RIGHT (LEFT)”** is given, turn your head smartly and look 45 degrees to the right (left) keeping your shoulders square to the front.

   b. On the command of execution **“FRONT,”** turn your head and eyes smartly back to the front. During reviews at which the reviewing officer troops the line, ready front will not be given after eyes right. At such ceremonies, turn your head and eyes smartly toward the reviewing officer upon the command of execution **“RIGHT.”** As he passes to the left, follow the reviewing officer with your head and eyes until you are looking directly to the front.

   c. When marching, give the command, **“Eyes, RIGHT”** so that the command of execution is given as the right foot strikes the deck and the command **“Eyes, LEFT”** so that the command of execution is given as the left foot strikes the deck. Give the command **“Ready, FRONT”** from eyes right so that the command of execution is given as the left foot strikes the deck and **“Ready, FRONT”** from eyes left so that the command of execution is given as the right foot strikes the deck. For example:

<table>
<thead>
<tr>
<th>LEFT</th>
<th>RIGHT</th>
<th>LEFT</th>
<th>RIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>“Eyes,</td>
<td>“Eyes,</td>
<td>“Ready,</td>
</tr>
<tr>
<td></td>
<td>(step)</td>
<td>(step)</td>
<td>(step)</td>
</tr>
<tr>
<td></td>
<td>“FRONT”</td>
<td>“FRONT”</td>
<td>“FRONT”</td>
</tr>
<tr>
<td></td>
<td>(From “Eyes, RIGHT”)</td>
<td>(From “Eyes, RIGHT”)</td>
<td>(From “Eyes, LEFT”)</td>
</tr>
</tbody>
</table>

5. **Facing Movements.** The purpose of facing movements is to face a unit to the right, left or about. Facing movements are executed in two counts when halted at attention. The commands are **“Right, FACE;”** **“Left, FACE;”** and **“About, FACE.”** Facing movements are executed in the cadence of quick time. While facing, your arms should not swing out from your sides, but remain at the position of attention.
a. “Right, FACE” is a two-count movement. (See Figure 6-II-3.)

1) On count one, (see Figure 6-II-3b) at the command “FACE,” raise your left heel and right toe slightly. Turn to the right on your right heel and left toe. Keep your left leg straight but not stiff.

2) On count two (see Figure 6-II-3c), place the left foot smartly beside the right and stand at attention.

b. “Left, FACE” is executed in the same manner described in 5.a. above, substituting left for right and right for left.

c. “About, FACE” is a two-count movement. (See figure 6-II-4.)

1) At the command “About,” shift your weight to your left leg without noticeable movement. (See figure 6-II-4a.)

2) On count one (see figure 6-II-4b) at the command “FACE,” place our right toe half a foot length behind and slightly to the left of your heel. Do not change the position of your left foot. Rest your weight evenly on the left heel and the ball of the right foot.

3) On count two (see figure 6-II-4c), turn smartly to the right until facing rear. The turn is made on the left heel and ball of the right foot. The knees remain straight, but not locked during the movement. Your thumbs will remain on the seams of your trousers. If properly executed you will be at the position of attention facing in the opposite direction.
6. Hand Salutes.

a. The purpose of the hand salute is to demonstrate mutual respect and courtesy between members of military organizations and to show respect to national colors. It is executed in one count when halted at attention, marching at quick time, or seated in a vehicle. The command is “Hand, SALUTE.” To return to the position of attention the command is “Ready, TWO.”

1) When “SALUTE” is given, raise your right hand smartly in the most direct manner until the tip of your forefinger touches the lower part of the headdress above and slightly right of your right eye. Your fingers should be extended straight and joined with the thumb along the forefinger. You should be able to see your entire palm when looking straight ahead. Your upper arm should be parallel with the deck with the elbow in line with the body and your forearm at a 45 degree angle. Your wrist and hand should be straight, a continuation of the line made by your forearm. At the same time, if not in ranks, turn your head and eyes toward the person or colors you are saluting.

2) At the command “TWO,” return to attention. Move your hand smartly in the most direct manner back to its normal position by your side.

3) To ensure simultaneous execution of the second movement of the hand salute when troops are in formation, the preparatory command “Ready,” will be used prior to the command of execution “TWO.”

b. You may salute without command from attention, while walking, or while seated in a vehicle. When walking, it is not necessary to halt to salute. Keep walking, but at attention. The salute is rendered when the person or colors to be saluted is at a 6-pace distance, or at the nearest point of approach if it is apparent that the person or color is not going to approach within 6 paces. The salute will not be rendered if the person (color) to be saluted does not approach within 30 paces. Hold the first position of the salute until the person (color) saluted has passed or the salute is returned, then execute the second movement of the hand salute.

c. When the command “Present, ARMS” is given, if not armed, you execute the hand salute on the command “ARMS.” Stay at that position until the command “Ready, TWO” or “Order, ARMS” is given.
STEPS AND MARCHING

7. General.
   a. With the exception of right step, all steps and marching movements beginning from a halt start with the left foot.
   b. The instructor indicates the proper rhythm by counting cadence.
   c. To change direction on the march, the command of execution is given as the foot in the desired direction of the turn strikes the deck.

8. Quick Time. The purpose of quick time is to march at 112 to 120 steps per minute taking 30-inch steps. It may be executed when halted at attention, marking time, marching forward at double time, or marching at half step. The commands are “Forward, MARCH” or “Quick Time, MARCH.”
   a. When halted, the command to march forward at quick time is “Forward, MARCH.”
   b. On “Forward,” shift your weight to the right leg without noticeable movement.
   c. On “MARCH,” step off smartly, left foot first, and march straight ahead with 30-inch steps. Swing your arms easily in their natural arcs, 6 inches straight to the front and 3 inches to the rear. Do not exaggerate movements.

9. Double Time. The purpose of double time is to march at 180 steps per minute taking 36-inch steps. It may be executed when halted at attention, marking time, double timing in place, or marching
forward at quick time. The command is “Double Time, MARCH.” When given while marching, the command “MARCH” may be given as either foot strikes the deck.

a. When Halted.

1) At the command “Double Time,” shift your weight to your right leg without noticeable movement.

2) On “MARCH,” step off on the left foot and begin an easy run, taking 180, 36-inch steps per minute. At the same time raise your forearms until parallel with the deck and make fists of your hands.

b. When Marching at Quick Time.

1) When the command “MARCH” is given, take one more 30-inch step.

2) Step off in double time.

c. To Resume Quick Time, the Command is “Quick Time, MARCH”

1) On “MARCH,” take one more 36-inch step.

2) Lower your arms and slow to quick time.

d. When Marching in Place.

1) Take one more step in mark time (or double time in place).

2) Step off forward in double time.

10. Halt. The purpose of halt is to stop the movement of a marching unit. It is executed in two counts when marching at quick time, and three counts when marching at double time. It may be executed when marching at quick time, half step, double time, side step, back step, mark time, and double time in place. The command of execution is “HALT,” which is always preceded by a preparatory command designated by the size of the unit, such as “Squad, Platoon,” or “Unit.” The command of execution may be given as either foot strikes the deck except for side step.

a. While Marching at Quick Time or Half Step

1) Take one more step after “HALT.”

2) Bring the rear heel forward against the other.

b. While Marching at Double Time

1) Take one more double time step after “HALT.”

2) Take another at quick time.

3) Bring the rear heel forward against the other.
c. **While Marching at Right (Left) Step**

1) The command “**HALT**” is given when the heels are together.

2) Take one more side step after “**HALT**.”

3) Bring the heels together.

d. **While Backward Marching**

1) Take one more back step after “**HALT**.”

2) Bring the forward heel back against the other.

e. **While Marching at Mark Time**

1) Take one more step in place after the command “**HALT**.”

2) Bring the heels together.

f. **While Marching at in Place Double Time**

1) Take one more in place double time step after the command “**HALT**.”

2) Take another at quick time.

3) Bring the heels together.

11. **Mark Time.** The purpose of mark time is to march in place at quick time cadence. It may be executed when halted at attention, double timing in place, marching at half step and marching forward at quick time. While marching, the command may be given as either foot strikes the deck. The command is “**Mark Time, MARCH**.”

a. **When Halted**

1) On the command “**Mark Time,**” shift your weight to your right leg slightly without noticeable movement.

2) On the command “**MARCH,**” beginning with your left foot, then alternating, raise each foot so that the ball of the foot is approximately 2 inches and the heel approximately 4 inches from the deck at a cadence of quick time. At the same time, swing your arms naturally as in marching.

b. **When Marching at Quick Time**

1) On the command “**MARCH,**” take one more 30-inch step as if coming to a halt.

2) Bring your heels together. Begin marking time without loss of cadence with the opposite foot.

c. **To Resume the March at Quick Time, The Command is “**Forward, MARCH”**.

1) On the command “**MARCH,**” take one more step in place.

2) Step off with a 30-inch step.
d. **When Marching at Double Time in Place**

1) On the command “MARCH,” take one more step in place at double time.

2) Commence marking time.

12. **Double Time in Place.** The purpose of double time in place is to march in place at double time cadence. It may be executed when halted at attention, marking time, or marching forward at double time. The command is “*In Place Double Time, MARCH.*”

a. **When Halted**

1) On the command “*In Place Double Time,*” shift your weight to your right leg without noticeable movement.

2) On the command “MARCH,” raise your arms for double time. Starting with the left foot, alternating and in place, raise your feet 6 inches above the deck at 180 steps per minute.

b. **When Marching at Double Time**

1) After “MARCH,” take two more double time steps.

2) Bring your feet together and begin double timing in place without loss of cadence.

c. **To Resume the March at Double Time.** The Command “*Double Time, MARCH*”

1) At “MARCH,” take two more steps in place.

2) Step off with 180, 36-inch steps per minute.

d. **When Marking Time**

1) On the command “MARCH,” take one more step in mark time.

2) Commence marching at double time in place.

13. **Half Step.** The purpose of half step is to march forward at quick time taking 15-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.*”

a. **At the Halt**

1) On the command “Half Step,” shift your weight to your right leg without noticeable movement.

2) On the command “MARCH,” step off forward in quick time cadence with 15-inch steps. The balls of your feet should strike the deck before your heels. At the same time begin swinging your arms 6 inches to the front and 3 inches to the rear.

b. **Marching in Quick Time**

1) On the command “MARCH,” take one more 30-inch step.

2) Begin the 15-inch steps as explained above. (See paragraph 5.a.)
c. To resume quick time from half step, the command is “Forward, MARCH.” It may be given as either foot strikes the deck.

1) On “MARCH,” take one more half step.

2) Step off at quick time.

14. **Side Step.** The purpose of side step is to move the unit a short distance to the right or left. There are no counts, however there is a cadence of 1-2.

a. The command “Right (Left) Step, MARCH” is given only when you are at a halt.

b. At the command “MARCH,” move your right foot 12 inches to the right, then place your left foot smartly beside your right. Repeat this movement at quick time. Keep your legs straight, but not stiff. Hold your arms at your sides as in the position of attention.

15. **Back Step.** The purpose of back step is to march the unit backwards for a short distance.

a. The command “Backward, MARCH” is given only when you are at a halt.

b. At the command “MARCH,” step off to the rear with your left foot and take 15-inch steps at quick time. At the same time swing your arms 6 inches to the front and 3 inches to the rear.

16. **To Face to the Right (Left) in Marching.**

a. This is an important part of the following movements: column right (left), by the right (left) flank, close, takes interval, and extend. For instructional purposes, the command is “By The Right (Left) Flank, MARCH.”

b. From a Halt, on the Command “MARCH”

1) For right flank, turn 90 degrees to the right by pivoting on the ball of the right foot and (using a cross over step) stepping of with the left foot 30 inches in the new direction of march.

2) For left flank, turn 90 degrees to the left by pivoting on the ball of the right foot and stepping off 30 inches with the left foot in the new direction of march.

c. While marching, the command of execution is given as the foot of the desired direction of movement strikes the deck.

1) On “MARCH,” without losing cadence, take one more step in the original direction.

2) Pivot to the right (left) and step off in the new direction. If commanded and executed properly, the pivot will be on the foot away from the desired direction of movement, and the first step in the new direction will be with the other foot. The pivot and step are done together in one count. When marching to the flank the only other movement that can be given is a flanking movement in the opposite direction that will bring the individual or unit back to the original front.

17. **To Face to the Rear while Marching.** The purpose of this movement is to march the unit to the rear for a short distance.

a. The command is “To the Rear, MARCH.” It may be executed when halted or while marching at either quick time or double time. When marching the command of execution “MARCH” is given when the right foot strikes the deck. When marching to the rear, the only movement that can be
given is “To the Rear, MARCH” in order to bring the individual or unit back to its original front.

b. To March to the Rear From a Halt

1) The command is “To the Rear, MARCH.”

2) On “MARCH,” step forward with the left foot.

3) Turn about to the right on the balls of both feet and immediately step out to the rear with the left foot. This is done without loss of cadence. When turning, the feet should be about 15 inches apart.

c. When at Quick Time

1) On the command “MARCH,” take one more step.

2) Turn about to the right on the balls of both feet and immediately step off to the rear with your left foot. This is done without loss of cadence. When turning, the feet should be about 15 inches apart.

d. When at Double Time

1) On “MARCH,” follow the sequence of steps and actions below.

<table>
<thead>
<tr>
<th>As the foot strikes the deck</th>
<th>Take the following action</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIGHT</td>
<td>“MARCH” is given</td>
</tr>
<tr>
<td>LEFT</td>
<td>36-INCH STEP</td>
</tr>
<tr>
<td>RIGHT</td>
<td>36-INCH STEP</td>
</tr>
<tr>
<td>LEFT</td>
<td>Pivot 90 degrees to the right</td>
</tr>
<tr>
<td>RIGHT</td>
<td>Heels together</td>
</tr>
<tr>
<td>LEFT</td>
<td>Heels together</td>
</tr>
<tr>
<td>RIGHT</td>
<td>Pivot 90 degrees to the right</td>
</tr>
<tr>
<td>LEFT</td>
<td>36-inch step in the new direction</td>
</tr>
</tbody>
</table>

18. To March to the Flank. The purpose of this movement is to march the entire unit to the right (left) for a short distance. It may be executed when halted or while marching at either quick time or double time. The command is “By the Right (Left) Flank, MARCH.” When marching the command of execution is given as the foot in the direction of the movement strikes the deck.

a. From a Halt

1) For right flank, turn 90 degrees to the right by pivoting on the ball of the right foot and (using a cross over step) stepping off with the left foot 30 inches in the new direction of march.

2) For left flank, turn 90 degrees to the left by pivoting on the ball of the right foot and stepping off 30 inches with the left foot in the new direction of march.

b. While at Quick Time

1) On “MARCH,” take one more step.

2) Turn to the right (left) on the ball of the left (right) foot. At the same time, step off 30 inches in the new direction with the right (left) foot.
c. While Double Timing

1) On “MARCH,” use the following sequence and actions.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEFT</td>
<td>“MARCH” is given.</td>
<td>RIGHT</td>
<td>“MARCH” is given.</td>
</tr>
<tr>
<td>RIGHT</td>
<td>36-inch step.</td>
<td>LEFT</td>
<td>36-inch step</td>
</tr>
<tr>
<td>LEFT</td>
<td>In place double timing.</td>
<td>RIGHT</td>
<td>In place double timing.</td>
</tr>
<tr>
<td>RIGHT</td>
<td>Pivot 90 degrees to the left.</td>
<td>LEFT</td>
<td>Pivot 90 degree to the right.</td>
</tr>
<tr>
<td>LEFT</td>
<td>36-inch step in new direction.</td>
<td>RIGHT</td>
<td>36-inch step in new direction.</td>
</tr>
</tbody>
</table>

19. To Change Step. The purpose of this movement is to change the cadence count without changing the rhythm of the cadence.

a. The command is “Change Step, MARCH.” It may be given while marching at quick or double time, marking time, or double timing in place. The command of execution is given as the right foot strikes the deck.

b. While Marching at Quick Time or Double Time

1) On “MARCH,” take one more step, 30 or 36 inches, as appropriate.

2) As your right foot comes forward to the next step, place the toe near the left heel and step out again with the left foot. This changes the cadence count, but not the rhythm.

c. While Marking Time

1) On “MARCH,” lift and lower the left foot twice in succession.

2) The second time it touches the deck, raise the right foot and continue marking time.

d. While Double Timing in Place

1) On “MARCH,” hop twice on the left foot.

2) Continue double timing in place.

20. To March At Ease. The purpose of this movement is to give troops a rest from marching at attention or when keeping in step becomes difficult due to rough terrain.

a. The command is “At Ease, MARCH.” It is given as either foot strikes the deck and only while marching at quick time.

b. After “MARCH,” you are no longer required to march in cadence, but must keep interval and distance. Do not talk.

21. To March at Route Step.

a. The command is “Route Step, MARCH.” It is commanded as either foot strikes the deck and only while marching at quick time.

b. After “MARCH,” you are no longer required to march in cadence, but must keep interval and distance. You may talk, but in a low voice.
22. To Resume Marching at Quick Time from Route Step or At Ease.

   a. The command is “Squad (Platoon, Company, Detail, etc.), ATTENTION.”

   b. After commanding “ATTENTION,” the unit leader will count cadence until all troops are in step. Pick up the step as soon as possible and continue marching at attention.

   c. Commands that involve precision in execution will not be given until the command to resume marching at quick time has been given and all members of the formation have picked up the step and cadence.
CHAPTER 6
SECTION III: SQUAD DRILL

1. General. A squad is a group of individuals formed for the purpose of instruction, discipline, control, and order.

   a. Members of the squad take positions, move, and execute the manual of arms as stated in this Manual. All individuals execute the movements at the same time. Squads may drill as squads or as part of a platoon or larger formation.

   b. Squads are kept intact when practicable. The normal formation for a squad is a single rank (squad in line) or single file (squad in column). (See figure 6-III-1.) This permits variation in the number of individuals composing the squad. The first formation is always in line. Column formation may be taken from line formation. A squad, not at drill, may be marched in column of twos by forming in two ranks.

   c. The squad marches in line for minor changes of position only.

   d. In this Chapter the term “unit leader,” (e.g., “The unit leader then checks the alignment) means the individual drilling the squad. He/she may be the squad leader, other leader, or squad member drilling the squad for an inspection or evaluation. If the unit leader is the squad leader, then the number-two Young Marine executes the movements of the squad leader. The unit leader must maintain proper distance (3 paces) from the squad and remain centered on the squad during all drill movements.

      1) If the squad executes a right step, the unit leader, who is facing the squad, would execute a left step in cadence with the squad to maintain proper position. For a right step the unit leader would execute a left step.

      2) If the squad executes a back step, the unit leader would execute a half step, in cadence with the squad to maintain proper position.

      3) Movements of the unit leader during other squad movements are explained in the paragraph describing the movement.
2. To Form the Squad.

a. Members of the squad normally form as indicated in figure 6-III-1. (e.g., maintain fire team/section integrity). However, for parades and ceremonies where appearance is more important, the squads should be sized. To size the squad the tallest member takes position 2 in figure 6-III-1 with the shortest squad member in position 13. The squad leader, regardless of height, always forms as the squad leader, in position one of figure 6-III-2.

b. To form at normal interval, the command is “FALL IN.”

c. The squad forms in line on the left of the squad leader. Each member of the squad, except the individual on the left flank, raises their left arm shoulder high in line with their body. Fingers are extended and joined, palm down thumb extended along the forefinger. Each individual except the squad leader turns their head and looks to the right. To obtain a normal interval, everyone places himself in line so their right shoulder touches the fingertips of the person on their right. As soon as each individual is in line with the person on their right, and the person on their left has obtained normal interval, they assume the position of attention smartly but quietly.
d. To form at close interval, the command is “At Close Interval, FALL IN.”

e. The squad forms in line on the left of the squad leader. Each member of the squad, except the individual on the left flank, places their left hand on their hip, elbow in line with the body. They rest the heel of the palm on the hip with fingers extended and joined and pointing down. Everyone except the squad leader turns their head and looks to the right. To obtain close interval, they place themselves in line so their right arm touches the elbow of the person on their right. As soon as each individual is in line with the person on their right, and the person on their left has obtained close interval, they assume the position of attention smartly but quietly.

3. To Dismiss the Squad.

a. The squad is dismissed only from a line with individuals at attention.

b. Armed troops are dismissed with the commands “Inspection, ARMS;” “Port, ARMS;” and “DISMISSED.”

c. Unarmed troops are dismissed with the command “DISMISSED.”

4. To Count Off.

a. In line, the command is “Count, OFF.” At the command “OFF,” everyone except the squad leader, turn their heads 90 degrees over the shoulder and look to the right. The squad leaders shout ONE. The person in the file to the left of the squad leaders turns his/her head smartly back to the front and at the same time shouts TWO. After the person to their right has shouted their number, each subsequent person to the left turns his/her head back to the front and at the same time shouts the next higher number. Numbers are counted off in quick time cadence.

b. In column, on the command “From Front to Rear, Count, OFF,” the squad leader smartly turns his/her head to the right 90 degrees over the shoulder and shouts ONE as the head is turned back to the front. Each subsequent rank, having seen the person's head in front of them return to the front, turns his/her head to the right and shouts the next higher number as the head is turned smartly back to the front. This is carried on in sequence at quick time cadence.

5. To Align the Squad.

a. The purpose of these movements is to dress the alignment of the squad. They may be executed when the squad is halted at attention in line. The commands are “Dress Right (Left), DRESS” or “At Close Interval, Dress Right (Left), DRESS.” These commands are given only when the squad is at approximately the same interval as the interval at which the dress is commanded.

b. Dress Right Dress.

1) On the command “Dress Right, DRESS,” everyone except the squad leader, smartly turn their heads to the right, 90 degrees over the shoulder look, and align themselves. At the same time, everyone except the individual on the left flank, provide interval by smartly raising their left arm to shoulder height and in line with their body. Fingers are extended and joined, thumb along the forefinger, palm down. (See figure 6-III-3.)
2) As the base of the movement, the squad leader keeps his/her head and eyes to the front. All other members of the squad position themselves by short steps until their right shoulders lightly touch the fingertips of the person on their right.

3) The unit leader, on his/her own command of execution “DRESS,” faces half left, as in marching, and proceeds by the most direct route to a position on line with and one pace to the right of the individual on the right flank. At this position, the unit leader executes a halt in the oblique facing the rear of the formation, and then executes a right face, facing down the line of the squad. The unit leader aligns the squad by commanding those individuals in advance or rear of the line to move forward or backward until in line. Name or number designates these individuals. For example: “Jones, FORWARD;” or “Number Three, BACKWARD.” Those individuals will move until receiving the command “STeady.” The unit leader may execute a series of short side steps to the right or left in order to identify an individual. However, prior to commanding the identified individual to move, the unit leader will be on line with the rank. After verifying the alignment of the squad, the unit leader faces to the right in marching, marches straight to a point 3 paces beyond the squad, halts, faces to the left, and commands “Ready, FRONT.” Immediately after commanding “FRONT,” the unit leader marches by the most direct route back to post 3 paces, front and centered, on the squad.

4) On the command “Ready, FRONT,” all members of the squad who raised their left arm and turned their head to the right, will smartly but quietly lower their arm to their side and at the same time turn their head back to the front, assuming the position of attention.

5) When aligning a squad of well-drilled troops or when there is insufficient time to verify alignment, the unit leader may command, “Ready, FRONT” from his/her normal position (3 paces front and centered), without having verified alignment.
c. **At Close Interval Dress Right Dress.** This movement is executed in the same manner as dress right dress except, on the command, **“At Close Interval, Dress Right, DRESS,”** those individuals providing interval will do so by placing the heel of their left hand on their hip with the elbow in line with their body. Fingers are extended and joined and pointing down. Members gaining interval will move by short steps until their right arm is touching the left elbow of the individual to their left. (See figure 6-III-4.)

![Figure 6-III-4. At Close Interval Dress Right Dress](image)

d. **Dress Left Dress and at Close Interval Dress Left Dress.** These movements are similar to dress right dress and at close interval dress right dress except that alignment is made toward the left. The individual on the left flank of the rank is the base of the movement and stands fast. On the command **“Dress Left, DRESS”** or **“At Close Interval, Dress Left, DRESS,”** everyone except the individual on the left flank smartly turn their heads to the left, look, and align themselves. At the same time they will smartly raise their left arm or elbow to provide interval (the left arm is used for both dress right and dress left). The unit leader will verify alignment of the squad from its left flank. (See figure 6-III-5.)

![Figure 6-III-5. Dress Left](image)

e. To align in column, the command is **“COVER.”** At this command, members move as necessary to place themselves directly behind the person in front of them, still maintaining a 40-inch distance.

6. **To Obtain Close Interval from Normal Interval in Line.**

a. The purpose of this movement is to close the interval between individuals of a squad in line to 4 inches. It may be executed when the squad is halted at attention and in line at normal interval. The command is **“Close, MARCH.”**
b. The squad leader is the base of this movement. On the command of execution “MARCH,” the squad leader stands fast and places his/her left hand on his/her hip, as if dressing at close interval, to provide interval for the individuals to the left. At the same time, all other members of the squad face to the right as in marching, march toward the right flank until approximately 4 inches from the person in front of them, halt, and face to the left. They then execute at close interval dress right dress. After aligning and without command, they will smartly lower their left hands and turn their heads to the front as soon as the individual to their left has touched their elbow with his/her right arm and stopped moving.

c. On his/her command of execution, the unit leader steps to the left in marching. He/she marches parallel to the squad maintaining a distance of 3 paces from the squad. When approximately on the center of the squad at close interval the unit leader halts and faces the squad. He/she then adjusts to the center of the squad by taking small steps left, right, forward or back.

7. To Obtain Normal Interval from Close Interval in Line.

a. The purpose of this movement is to extend the interval between individuals of a squad in line to one arm length. It may be executed when the squad is halted at attention and in line at close interval. The command is “Extend, MARCH.”

b. The squad leader is the base of this movement. On the command of execution “MARCH,” the squad leader stands fast and raises his/her left arm to shoulder height to provide interval for the person on the left. At the same time, all other members of the squad face to the left as in marching, march toward the left flank until they have opened approximately a 30-inch distance from the person behind them, halt, and face to the right. They then execute dress right dress. After aligning and without command, they will smartly, and quietly, lower their left arms and turn their heads to the front as soon as the individual to their left has touched their finger tips with his/her right shoulder and has stopped moving.

c. On his/her command of execution, the unit leader steps to the right in marching. He/she marches parallel to the squad maintaining a distance of 3 paces from the squad. When approximately on the center of the squad at normal interval the unit leader halts and faces the squad. He/she then adjusts to the center of the squad by taking small steps left, right, forward or back.

8. To Obtain Double Arm Interval in Line.

a. The purpose of this movement is to extend the interval between the individuals of a squad to a double arm distance. It may be executed when the squad is halted at attention and in line at normal or close interval. If armed, rifles must be at sling arms. The command is “Take Interval to the Left, MARCH.”

b. The squad leader is the base of this movement. On the command of execution “MARCH,” the squad leader stands fast and raises his/her left arm to shoulder height, to provide interval for the persons on the left. At the same time, all other members of the squad face to the left as in marching, march toward the left flank until they have opened approximately a 70-inch distance from the person behind them, halt, and face to the right. They then smartly turn their heads to the right and raise both arms to shoulder height. Individuals on the left flank will only raise their right arm. After aligning and without command, they will smartly, and quietly, lower their right arms and turn their heads to the front as soon as they have proper interval. They will lower their left arms when they feel the individual to their left lower his/her right arm.

c. On his/her command of execution, the unit leader steps to the right in marching. He/she marches parallel to the squad maintaining a distance of 3 paces from the squad. When approximately on the center of the squad at double arms interval the unit leader halts and faces the squad. He/she then adjusts to the center of the squad by taking small steps left, right, forward or back.
9. To Obtain Normal Interval from Double Arm Interval in Line.

a. The purpose of this movement is to decrease the interval between individuals of a squad in line from double arm to normal interval. It can only be executed when the squad is halted at attention and in line at a double-arm interval. The command is “Assemble to the Right, MARCH.” On the command of execution, the interval is reduced in a manner similar to close march; except that individuals halt approximately 30 inches from each other, face and execute the appropriate dress movement to obtain normal interval.

b. On his/her command of execution, the unit leader steps to the left in marching. He/she marches parallel to the squad maintaining a distance of 3 paces from the squad. When approximately on the center of the squad at normal interval the unit leader halts and faces the squad. He/she then adjusts to the center of the squad by taking small steps left, right, forward or back.

10. To Form a Column from in Line and Reform to a Line.

a. When halted in line at normal interval, the command to form a column is “Right, FACE.” All members of the squad simultaneously face to the right, thereby forming column. The squad leader may then command, “Forward (Column (Half) Right/Left), MARCH” to cause the squad to march in column. NOTE: The squad becomes inverted if faced to the left, this should be done only for short movements. When it is desired to form a column facing to the left, the squad should first form column by facing to the right, then execute necessary successive column movements until the column is faced in the desired direction.

b. When in line at close interval, the squad is first extended to normal interval (see paragraph 6), then forms column by facing to the right as described above.

c. When in column at a halt and at the order, to form a line, the command is “Left, FACE.”

11. To March in the Oblique.

a. The purpose of this movement is to shift the line of march to the right or left and then resume marching in the original direction. It may be executed from any formation that is marching at quick time cadence. The command is “Right (Left) Oblique, MARCH.” The word oblique is pronounced to rhyme with strike. The command of execution is given as the foot in the direction of the turn strikes the deck. The command to resume the original direction of march is “Forward, MARCH.” The command of execution is given as the foot toward the original front strikes the deck.

b. To teach the squad to march to the oblique, the unit leader aligns the unit and has members face half right (left). The unit leader then explains that these positions are maintained when marching to the oblique. Individuals keeping their shoulders parallel to the persons in front and/or adjacent to them achieve this. The squad leader is the base of the movement, and must maintain a steady line of march keeping his/her shoulders blocked perpendicular to the direction of march.

c. At the command “Right Oblique, MARCH” the command of execution is given as the right foot strikes the deck. Everyone then takes one more 30-inch step to the front with the left foot and pivots 45 degrees to the right on the ball of the left foot. Stepping out of the pivot with a 30-inch step, the entire squad marches to the right oblique until given another command. (See figure 6 III-6.) For the squad to resume marching in the original direction, the command is “Forward, MARCH” in this case the command of execution will be given as the left foot strikes the deck. Everyone then takes one more step in the oblique direction; pivots back to the original front and continue to march. To march to the left oblique, substitute left for right and right for left in the above sequence.
d. To halt the squad facing in the original direction of march the command is “Squad, HALT.” The command of execution “HALT” is given on the left foot when marching to the right oblique and on the right foot when marching to the left oblique. At the command “HALT,” everyone takes one more step in the oblique direction, pivots to the original front on the toe of the right (left) foot, and places the left (right) foot beside the other at the position of attention.

e. To temporarily halt the squad in the oblique direction, in order to correct errors, the command is “In Place, HALT.” The command of execution “HALT” may be given as either foot strikes the deck. At the command of execution “HALT,” the squad halts in two counts as in quick time and remains facing in the oblique direction. The only command that can be given after halting in place is “Resume, MARCH.” At that command, the movement continues marching in the oblique direction.

f. When given half step or mark time while marching in the oblique, the only commands that may be given are “Resume, MARCH” to continue marching with a 30-inch step in the oblique; or “In Place, HALT” to halt in the oblique in order to correct errors.

12. To March to the Rear.

a. The purpose of this movement is to march the squad to the rear for a short distance. It may be executed when halted or marching forward at quick time or double time. The command is “To the Rear, MARCH.” The command of execution will be given as the right foot strikes the deck.

b. When halted, on the command of execution “MARCH,” everyone takes one 15-inch step to the front with the left foot and then pivots 180 degrees toward the right on the balls of both feet. Stepping out of the pivot with a 30-inch step, the entire squad marches to the rear. For the squad to resume marching in the original direction the command “To the Rear, MARCH” is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.

c. When marching at quick time, on the command of execution “MARCH,” everyone takes one more 15 inch step to the front with the left foot and then pivots 180 degrees toward the right on the balls of both feet. Stepping out of the pivot with a 30-inch step, the entire squad marches to the rear. For the squad to resume marching in the original direction, the command “To the Rear, MARCH” is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.
d. When marching at double time, on the command of execution “MARCH,” everyone takes two more 36-inch steps to the front and then four, 6-inch vertical steps in place at double time cadence. On the first and third steps in place, everyone pivots 180 degrees to the right. After the fourth step in place, and for the fifth step, they step off with a 36-inch step in the new direction. For the squad to resume marching in the original direction, the command “To the Rear, MARCH” is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.

13. To March to the Flank.

a. The purpose of this movement is to march the squad to the right or left flank for a short distance. It may be executed from any formation that is marching at quick time or double time cadence. The command is “By the Right (Left) Flank, MARCH.” The command of execution is given as the foot in the direction of the turn strikes the deck.

b. To march to the right flank, when marching at quick time, the command is “By the Right Flank, MARCH.” On the command of execution “MARCH,” everyone takes one more 30-inch step to the front with the left foot and then pivots 90 degrees to the right on the ball of the left foot. Stepping out of the pivot with a 30-inch step, the entire squad marches in line to the right flank. The unit leader executes the flanking movement with the squad maintaining his/her distance from the squad. For the squad to resume marching in the original direction, the command is “By the Left Flank, MARCH.” To march to the left flank, substitute left for right and right for left in the above sequence. No other command may be given when marching to the flank until the unit has resumed marching to the original front.

c. When marching at double time, on the command of execution “MARCH,” everyone takes two more 36-inch steps to the front and then two, 6-inch vertical steps in place at double time cadence. While stepping in place, everyone turns 90 degrees toward the direction commanded and then steps off with a 36-inch step in the new direction. No other command may be given when marching to the flank until the unit has resumed marching to the original front.

14. To Change Direction of a Column.

a. The purpose of this movement is to change the direction of march of a column. It may be executed when the squad is halted or marching in column. The command is “Column Right (Column Left, Column Half Right, or Column Half Left), MARCH.” The squad leader establishes the pivot for the movement.

b. When marching, the commands of execution are given on the foot in the direction of the turn. On the command of execution “MARCH,” the squad leader takes one more 30-inch step to the front and then pivots 90 degrees to the right (left) on the ball of the left (right) foot. He/she then takes a 30-inch step in the new direction. The remaining members of the squad continue to march to the point where the squad leader pivoted. They would then pivot 90 degrees in the new direction of march.

c. When halted, at the command of execution “MARCH,” the squad leader faces to the right (left) as in marching and takes one 30-inch step in the new direction with the right (left) foot. The remaining members of the squad step off to the front as in forward march. The remainder of the movement is executed the same as in marching.

d. Column half right (left) is executed as described above except that the pivot is 45 degrees to the right (left).
e. During column movements, the unit leader executes the movement with the squad, maintaining proper distance from the squad.

f. For slight changes of direction, the command is “INCLINE TO THE RIGHT (LEFT).” At that command, the squad leader changes direction slightly as commanded. This is not a precision movement and is executed only while marching.

15. To a Form Column of Twos from Single File.

a. When the squad is halted in column, the command is “Column of Twos to the Left (Right), MARCH.”

b. If squad members do not already know whether they are an odd or even number, the squad must be given count off before the above command is given.

c. On “MARCH,” the squad leader stands fast. Even-numbered squad members face half left (right) in marching, take two steps, face half right (left) in marching, and march forward to halt beside and at normal interval from the odd-numbered squad member who was originally in front of them. Odd numbered members, except the squad leader, march forward and halt as they attain a 40-inch distance from the odd-numbered member in front of them. All members required to move do so at the same time. (See figure 6-III-7.)

Figure 6-III-7. Forming Column of Twos from Single File
16. **To Form a Single File from a Column of Twos.**

a. When the squad is halted in column of twos, the command is “**Column of Files from the Right (Left), MARCH.**” It is important to note, in order to keep from inverting the squad, that:

1) If a column of twos was built TO the LEFT, then a column of files must be formed FROM the RIGHT.

2) If a column of twos was built TO the RIGHT, then a column of files must be formed FROM the LEFT.

b. At the command “**MARCH,**” number one and two members step off at the same time. Number 1 moves forward as number 2 steps half right in marching, moves 2 steps, faces half left in marching, and follows number 1 at a 40-inch distance. Remaining odd and even numbered members step off in pairs, execute the same movements as numbers one and two, and follow in file. (See figure 8-8.)

1) When teaching this movement the unit leader should, after the command of execution “**MARCH,**” begin calling a cadence of “and, STEP, and, STEP.” For example, on the command of execution “**MARCH,**” the number one and two squad members step off. On the first “and, STEP” the number three and four squad members step off. On the second “and, STEP” the number five and six squad members step off, etc. This cadence helps the squad member’s step off at the correct time and keeps the squad in step.

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Figure 6-III-8. Forming Single File from Column of Twos
CHAPTER 6
SECTION IV: PLATOON DRILL

1. General.

   a. The first phase of drill has been explained in earlier chapters of this manual. This section
discusses the next phase, platoon drill. In platoon drill, the squad is merged with other squads
into a platoon.

   b. A platoon consists of a platoon headquarters and two or more squads or sections. Platoon
headquarters consists at a minimum of a platoon commander, a platoon sergeant and a platoon
guide. One or more assistants may be designated.

   c. A section normally forms and drills as part of a platoon. In this manual, the instructions given for
the squad or platoon also apply to a section. A section, not subdivided into squads, forms and
drills as a squad. A section that is divided into two or more squads form and drill as a platoon.

   d. Squads in a platoon are numbered from front to rear in column (when facing the front of the
column) and from right to left in line.

   e. The platoon forms in two or more ranks with a 40-inch distance between ranks. Movements
in this Section are described for columns of threes or fours and may be executed by either
formation.

   f. The platoon changes interval while in line and counts off in the same manner as the squad.
Squad leaders are the base for these movements. The guide moves to the right when interval is
taken to the left, and does not count off.

   g. In platoon drill, if all members of the platoon are to execute a movement simultaneously, the
movement is executed on the command of the platoon commander. In this case, squad leaders
do not repeat or give any commands. When squads of the platoon are to execute a movement in
successive order, such as forming column of twos (files) and reforming into column (of threes,
etc.), squad leaders give appropriate supplemental commands for the movement of their
squads.

   h. Unless specified for the platoon to be at close interval, all changes in formation should be
executed with normal interval and distance between files and ranks.

   i. The unit leader will march to the left and parallel to the platoon, from a position where he/she
can best control the unit.

   j. All commands given by the unit leader while the platoon is halted will be 6 paces in front of the
unit and centered on the element.

2. Formations.

   a. Column and line are the two formations for a platoon. (See figures 6-IV-1 and 6-IV-2.)
b. The platoon normally forms in line with the squad leaders on the right of their squads and the guide on the right of the first squad leader. (See figure 6-IV-1.) The platoon marches in line for short distances only. The platoon is normally marched in column with the squad leaders in front of their squads and the guide in front of the third (right) squad leader. (See figure 6-IV-2.)

3. Posts of Individuals.

a. 1. In line, the platoon commander’s stands 6 paces in front of the center of the front rank of the platoon. (See figure 6-IV-1.) In column, the platoon commander marches at the head of the left file of the platoon (see figure 6-IV-2), unless drilling the platoon, in which case he/she would maintain position 6 paces from the platoon.

b. When the platoon commander is present, the platoon sergeant takes post to the left of the left member of the rear rank when the platoon is in line. When in column, the platoon sergeant
follows the last member of the right file (squad). When the platoon commander is not present, the platoon sergeant takes the platoon commander’s post and drills the platoon in the manner prescribed for the platoon commander.

c. The platoon guide takes post as stated in paragraph 4.

d. Extra members may fall in on the left when the platoon is in line and in the rear when in column. If the squads are evenly filled, the first extra member falls in with the first squad, the second with the third (fourth) squad and then remaining squads. The platoon sergeant will reposition when necessary so as to remain the last person in the last rank.

e. In this Chapter the term “platoon commander,” e.g., the platoon commander then checks the alignment, means the individual drilling the platoon. He/she may be the platoon leader, platoon sergeant, or platoon member drilling the platoon for an inspection or evaluation. Except when marching at the head of a platoon column, the platoon commander must maintain proper distance (6 paces) from the platoon and remain centered on the platoon during all drill movements.

1) If the platoon were executing a right step, the platoon commander, who is facing the platoon, would execute a left step in cadence with the platoon in order to maintain proper position. For a left step the platoon commander would execute a right step.

2) If the platoon were executing a back step, the platoon commander would execute a half step, in cadence with the platoon in order to maintain proper position.

3) Movements of the platoon commander during other platoon movements are explained in the paragraph describing the movement.

4. Rules for the Guide.

a. Unless otherwise directed, guide is right and the platoon guide takes post on the right. In line, the guide is posted to the right of the squad leader of the first squad. In column, the guide is posted in front of the squad leader of the third or right squad.

b. In column, when it is desired to guide left or center, the command “GUIDE LEFT” is given. At this command, the guide and the platoon commander exchange positions. The guide crosses between the platoon commander and the platoon. To return the guide to normal position, “GUIDE RIGHT” is commanded. The guide and platoon commander return to their normal positions with the guide again passing between the platoon commander and the platoon. This movement may be made at a halt or while marching. The base squad or file is the one behind the guide.

c. The guide does not change position at the command “Dress Left, DRESS.”

d. When a platoon in line is given the command “Right, FACE,” the platoon guide executes right face with the platoon. The guide then faces to the right in marching, moves to a position in front of the right squad leader, halts, and executes left face. If a platoon in line is given “Left, FACE,” the guide executes left face with the platoon but does not change position within the platoon.

e. When a platoon in column is given the command “Column of Files from the Left,” the guide takes position in front of the left squad leader so as to remain at the head of the column.

f. When a platoon in column is given the command “Column of Twos from the Left,” the guide takes position in front of the second squad so as to remain at the head of the right file of the column. These movements are executed by facing left as in marching, moving to the appropriate position, halting, and facing right.

g. When reforming in a column of threes or fours from a column of files or twos, the guide takes post at his normal position when the movement is completed.
h. The guide sets the direction and cadence of the march. The leading member of each file is responsible for interval.

i. When a platoon is marching in column and the command “By the Right (Left) Flank, MARCH” or “To the Rear, MARCH” is given, the guide executes the movement with the platoon but does not change relative position except during specific movements of unit drill.

j. The guide does not count off.

5. To Form the Platoon.

a. The platoon forms in line at normal interval and distance between files and ranks (see figure 6 IV-1) on the command “FALL IN.” To form at close interval, the command is “At Close Interval, FALL IN,” in which case the platoon forms in line with normal distance between ranks, but with close interval between files. The platoon sergeant or platoon commander forms the platoon as described below.

b. Forming the Platoon by the Platoon Sergeant.

1) The platoon sergeant takes post 3 paces in front of the point where the center of the platoon will be, faces that point, draws sword if so armed, and commands either “FALL IN” or “At Close Interval, FALL IN.” At this command, the guide takes post so that the first rank, when aligned on the guide will be centered on and 3 paces from the platoon sergeant. The squad leader of the first squad falls in to the left of the guide and aligns at normal or close interval. Other squad leaders fall in directly behind the squad leader of the first squad with 40 inches distance between them. The members of the squads fall in and align on their squad leaders at normal or close interval as prescribed in squad drill, except that exact interval is measured only by the front rank. Individuals in the rear ranks gain their interval by covering the corresponding member of the rank in front of them. All personnel fall in at attention and, if armed with the rifle, at the position of order arms.

2) When a report is appropriate, after all personnel are formed, the platoon sergeant commands, “REPORT.” Remaining in position, the squad leaders, in sequence from front to rear, salute and report, “All present” or “(Rank and Name) absent.” The platoon sergeant then executes about face. (NOTE: If the platoon cannot be formed in regularly organized squads prior to forming the platoon, the platoon sergeant calls the roll. Each Marine answers “here,” as their name is called. The platoon sergeant then organizes the platoon into squads and faces the front.)

3) To receive the platoon, the platoon commander takes post 3 paces in front of the platoon sergeant, the platoon sergeant salutes and reports, “Sir (Ma’am), all present or accounted for” or “Sir (Ma’am), (number) absent.” The platoon commander returns the salute and may discuss absentees and issue necessary instructions to the platoon sergeant. The platoon commander then commands the platoon sergeant, “TAKE YOUR POST.” The platoon sergeant marches by the most direct route to a post on the left of the rear rank. The platoon commander then draws sword, if so armed. If the platoon commander does not receive the platoon, the platoon sergeant takes 3 paces forward, faces about and assumes the post and duties of the platoon commander.

c. Forming the Platoon by the Platoon Commander.

1) When appropriate, the platoon may be formed by the platoon commander rather than the platoon sergeant. The procedures are the same except that the platoon commander takes post 6 paces in front of the point where the center of the platoon will be, faces that point, and commands “FALL IN” or “At Close Interval, FALL IN.”

2) The platoon forms on the platoon commander, the platoon sergeant falling in on the left of the rear rank. The platoon commander then receives the report from the squad leaders.
6. To Dismiss the Platoon.

a. The platoon is dismissed only from in line while at attention.
b. Young Marines are dismissed with the command “DISMISSED.”
c. The platoon sergeant usually dismisses the platoon.

7. Count Off.

a. The purpose of this movement is to designate the relative position in ranks of each member of the platoon. It may be executed when the platoon is halted at attention in line or column. When in line the command is “Count, OFF;” when in column the command is “From Front to Rear, Count, OFF.”

b. In line, on the command “Count, OFF,” everyone except the guide and squad leaders turn their heads 90 degrees to the right and look to the right. The squad leaders shout ONE. The persons in the file to the left of the squad leaders turn their heads smartly back to the front and at the same time shout TWO. After the file to their right has shouted its number, each subsequent file to the left turn their heads back to the front and shouts the next higher number. Numbers are counted off in quick time cadence.

c. In column, on the command “From Front to Rear, Count, OFF,” the squad leaders smartly turn their heads to the right and shout ONE as they return their heads back to the front. Each subsequent rank, having seen the heads in front of them return to the front, turn their heads to the right and shout the next higher number as they bring their heads smartly back to the front. This is carried on in sequence at quick time cadence. The guide does not turn his/her head nor count off. The platoon commander gives the command from a position 6 paces in front and centered on the squad leaders.

8. To Form Column from Line. The purpose of this movement is to change the formation from line to column. It may be executed only when halted at normal interval and at attention. The command is “Right, FACE.” On the command of execution “FACE,” all members of the platoon face to the right, hereby forming column. The guide moves to his/her position in front of the right squad leader. The platoon commander may then command any halted movement from his/her current position, (e.g., right/left shoulder, port, sling, arms; facing movements, right/left step; etc.) unless otherwise indicated in this Chapter. If the platoon is to march as part of a larger formation the platoon commander takes post in front of the left file and the guide in front of the right file. (See figure 6-IV-2.) From this position the platoon commander would command, “Forward (Column Right (Left)), MARCH” to cause the platoon to march in column. (NOTE: Since the platoon becomes inverted if faced to the left, this should only be done for short adjusting movements. To properly form column facing to the left, the platoon should first form column by facing to the right, then execute successive column movements until the column is faced in the desired direction.)

9. To Form Line from Column. The purpose of this movement is to change the formation from a column back to a line. It may be executed when halted at attention and at order arms if armed with rifles. The command is “Left, FACE.” (NOTE: If the platoon is in column at close interval they must be extended to normal interval, paragraph 16, prior to executing left face. Otherwise there will not be 40 inches distance between ranks.) At the command of execution “FACE,” all members of the platoon face to the left, the platoon commander, if necessary, moves by the most direct route to a post 6 paces front and center of the platoon, and the platoon guide takes post on the right of the front rank. (NOTE: When in column, if the platoon is faced to the right it becomes inverted. This should only be done for short adjusting movements.)

10. To Align the Platoon.

a. The purpose of these movements is to dress the alignment of the platoon. They may be executed when the platoon is halted at attention in line or column. When in line, the commands are “Dress Right (Left), DRESS” or “At Close Interval, Dress Right (Left), DRESS.” These commands are given only when the platoon is at approximately the same interval as the interval
at which the dress is commanded. When in column, halted or marching, the command to dress alignment is “COVER.”

b. **Dress Right Dress.**

1) On the command **“Dress Right, DRESS,”** everyone except those individuals on the right flank, smartly turn their heads to the right, look, and align themselves. At the same time, everyone except those individuals on the left flank, provide interval by smartly raising their extended left arm to shoulder height and in line with their body. Fingers are extended and joined, thumb along the forefinger, palm down.

2) As the base of the movement, the guide stands fast and remains looking to the front. The first squad leader looks to the right and aligns on the guide. The other squad leaders cover the first squad leader and look to the front, ensuring they have a 40-inch distance. All other members position themselves by short steps until their right shoulders touch the fingertips of the person on their right.

3) The platoon commander, on his/her own command of execution **“DRESS,”** faces half left, as in marching, and proceeds by the most direct route to a position on line with the front rank and 1 pace to the guide’s right (or first squad leader if there is no guide). (See figure 6-IV-3a.) At this position, the platoon commander executes a halt while facing rear, and then executes a right face, facing down the line of the first rank. (See figure 6-IV-3b.) The platoon commander aligns the front rank by commanding those individuals in advance or rear of the line to move forward or backward until in line. Name or number designates these individuals. For example: **“Jones, FORWARD;”** or **“Number Three, BACKWARDS.”** Those commanded to move will move the designated number of steps or will continue to move (taking small steps) until receiving the command **“STEADY.”** The commander may execute a series of short side steps to the right or left in order to identify an individual. However, prior to commanding the identified individual to move, the commander will be on line with the rank. After verifying the alignment of the first rank, the platoon commander faces to the left as in marching, and moves to a position on line with the next rank. The 1 pace interval from the guide is maintained (this results in a 2 pace interval from the second and subsequent squad leaders). The commander halts on line with each succeeding rank, executes right face, and aligns the rank. (See figures 6-IV-3c and d.) After verifying the alignment of the last rank, the platoon commander faces to the right in marching, marches straight to a point 3 paces beyond the front rank, maintaining the 1 pace interval to the guide’s right, halts, (see figure 6-IV-3e) faces to the left, (see figure 6-IV-3f) and commands **“Ready, FRONT”** and **“COVER.”** Immediately after commanding, **“COVER,”** the platoon commander marches by the most direct route back to a post 6 paces front and centered on the platoon, halts facing down line or to the front.

4) On the command **“Ready, FRONT,”** all members of the platoon who raised their left arm and turned their head to the right, will smartly but quietly lower their arm to their side and at the same time turn their head back to the front, assuming the position of attention. On the command **“COVER,”** all members of the second and subsequent ranks will cover on the individual in front of them.

5) When aligning a platoon of well-drilled troops or when there is insufficient time to verify alignment, the platoon commander may command **“Ready, FRONT”** and **“COVER”** from his/her normal position (6 paces front and centered), without having verified alignment.
c. **At Close Interval Dress Right Dress.** This movement is executed in the same manner as dress right dress except for the following: On the command “*At Close Interval, Dress Right, DRESS,*” those individuals providing interval will do so by placing the heel of their left hand on their hip with the elbow in line with their body. Fingers are extended and joined and pointing down. Members gaining interval will move by short steps until their right arm is touching the left elbow of the individual to their right.

d. **Dress Left Dress and at Close Interval Dress Left Dress.** These movements are similar to dress right dress and at close interval dress right dress except that alignment is made toward the left. The last individual in the first rank is the base of the movement and stands fast. On the command “*Dress Left, DRESS*” or “*At Close Interval, Dress Left, DRESS,*” everyone except those on the left flank smartly turn their heads to the left, look, and align themselves. At the same time they will smartly raise their left arm or elbow to provide interval (the left arm is used for both dress right and dress left). The last individuals in the second and subsequent ranks will cover the person in front of them and ensure that they have a 40-inch distance. The platoon commander will verify alignment of the platoon from its left flank.

e. **Aligning in Column.**

1) The base squad for maintaining alignment while halted or marching in column is normally the third (right) squad. However, when executing a column left, column half left or eyes left alignment is to the first (left) squad. While marching, alignment is maintained by constantly glancing out of the corner of the right (left) eye, without turning the head.

2) **Halted.** When halted in column, (except for parades and ceremonies) the platoon is aligned by the command “*COVER.*” At the command, the base squad leader obtains a 40-inch distance from the guide and covers on him/her. Other squad leaders obtain proper interval from the base squad leader and align toward the base by glancing out of the corner of their right (left) eye without turning their heads. Other members of the base squad obtain a 40-inch distance and covers on the person in front of them. At the same time, the remaining members of the platoon align on the base squad, by glancing out of the corner of their right (left) eye without turning the head and covers on the person in front of them. Only small adjusting steps are taken by platoon members to gain cover and alignment.
3) Marching. While marching, cover and alignment are constantly maintained by glancing out of the corner of the right (left) eye, without turning the head, to align on the base squad. The command of “COVER” is only given if required.

11. To Obtain Close Interval from Normal Interval in Line.

a. The purpose of this movement is to close the interval between files of a platoon in line to 4 inches. It may be executed when the platoon is halted at attention and in line at normal interval. The command is “Close, MARCH.”

b. The squad leaders are the base of this movement. On the command of execution “MARCH,” the squad leaders stand fast and place their left hand on their hip to provide interval for the individuals to their left. At the same time, all other members of the platoon, except for the guide, face to the right as in marching, march toward the right flank until approximately 4 inches from the person in front of them, halt, and face to the left. They then execute at close interval dress right dress. After aligning and without command, they will smartly lower their left hands and turn their heads to the front as soon as the individual to their left has touched their elbow with his/her right arm and stopped moving. Cover is then obtained without command.

c. On the command of execution, the guide will step to the left as in marching and close to 4 inches on the first squad leader. After halting and facing to the right, the guide will execute at close interval dress left dress. When aligned and at the proper interval the guide will return to the position of attention.

d. The platoon commander on his/her own command of execution “MARCH” will step to the left in marching. He/she marches parallel to the platoon maintaining a distance of 6 paces from the platoon. When approximately on the center of the platoon at close interval the platoon commander halts and faces the platoon. The platoon commander then adjusts to the center of the platoon by taking small steps left, right, forward or back.

12. To Obtain Normal Interval from Close Interval in Line.

a. The purpose of this movement is to extend the interval between files of a platoon in line to one arm length. It may be executed when the platoon is halted at attention and in line at close interval. The command is “Extend, MARCH.”

b. The squad leaders are the base of this movement. On the command of execution “MARCH,” the squad leaders stand fast and raise their left arms to shoulder height to provide interval for the persons on their left. At the same time, all other members of the platoon, except for the guide, face to the left as in marching, march toward the left flank until they have opened approximately a 30-inch distance from the person behind them, halt, and face to the right. They then execute dress right dress. After aligning and without command, they will smartly lower their left arms and turn their heads to the front as soon as the individual to their left has touched their finger tips with his/her right shoulder and stopped moving. Cover is then obtained without command.

c. On the command of execution, the guide will take one step to the right as in marching, halt and face to the left. The guide will then execute dress left dress. When aligned on the first squad leader and at the proper interval the guide will return to the position of attention.

d. The platoon commander on his/her own command of execution “MARCH” will step to the right in marching. He/she marches parallel to the platoon maintaining a distance of 6 paces from the platoon. When approximately on the center of the platoon at normal interval the platoon commander halts and faces the platoon. The platoon commander then adjusts to the center of the platoon by taking small steps left, right, forward or back.
13. **To Obtain Double Arm Interval in Line.**

   a. The purpose of this movement is to extend the interval between the files of a platoon to a double arm distance. It may be executed when the platoon is halted at attention and in line at normal or close interval. The command is “**Take Interval to the Left, MARCH.**”

   b. The squad leaders are the base of this movement. On the command of execution “**MARCH,**” the squad leaders stand fast and raise their left arms to shoulder height, to provide interval for the persons on their left. The first squad leader will also raise his/her right arm to provide interval for the guide. At the same time, all other members of the platoon, except for the guide, face to the left as in marching, march toward the left flank until they have opened approximately a 70 inch distance from the person behind them, halt, and face to the right. They then smartly turn their heads to the right and raise both arms to shoulder height. Individuals on the left flank will only raise their right arm. After aligning and without command, they will smartly lower their right arms and turn their heads to the front as soon as they have proper interval. They will lower their left arms when they feel the individual to their left lower his/her right arm. Cover is then obtained without command.

   c. On the command of execution, the guide will take two steps to the right as in marching, halt and face to the left. The guide will then execute dress left dress. When aligned on the first squad leader and at the proper interval, the guide will return to the position of attention. When the first squad leader feels the guide lower his/her left arm, the squad leader will lower his/her right arm.

   d. The platoon commander on his/her own command of execution “**MARCH**” will step to the right in marching. He/she marches parallel to the platoon maintaining a distance of 6 paces from the platoon. When approximately on the center of the platoon at double arm interval the platoon commander halts and faces the platoon. The platoon commander then adjusts to the center of the platoon by taking small steps left, right, forward or back.

14. **To Obtain Normal Interval from Double Arm Interval.**

   a. The purpose of this movement is to decrease the interval between files of a platoon in line from double arm to normal interval. It can only be executed when the platoon is halted at attention and in line at a double arm interval. The command is “**Assemble to the Right, MARCH.**” On the command of execution, the interval is reduced in a manner similar to close march; except that individuals halt approximately 30 inches from each other, face and execute the appropriate dress movement to obtain normal interval.

   b. The platoon commander on his/her own command of execution “**MARCH**” will step to the left in marching. He/she marches parallel to the platoon maintaining a distance of 6 paces from the platoon. When approximately on the center of the platoon at normal interval the platoon commander halts and faces the platoon. The platoon commander then adjusts to the center of the platoon by taking small steps left, right, forward or back.

15. **To Obtain Close Interval in Column.**

   a. The purpose of this movement is to close the interval between files in a column to 4 inches. It may be executed when halted or marching at normal interval in column. The command is “**Close, MARCH.**”

   b. When halted and the guide is right, on the command “**MARCH,**” members of the base (right) squad will stand fast. Members of the squad next to the base squad will execute two right steps. The next squad to the left will execute four right steps. If there are four squads in the platoon, the first (left) squad will execute six right steps. While side stepping, cover and alignment will be maintained. Steps may be adjusted slightly so that a 4-inch interval is obtained. Upon completion of the designated number of steps, members of the squad will halt and resume the position of attention.
c. When marching and the guide is right, the command of execution "MARCH" is given as the right foot strikes the deck. At this command:

1) The base (right) squad takes one more 30-inch step with the left foot and then begins to half step. (See figure 6-IV-4.)

2) The squad to the left of the base squad takes one more 30-inch step to the front with the left foot; execute right oblique toward the base squad for one step and then steps 30 inches back to the original front. The squad then begins to half step.

3) The next squad to the left takes one more 30-inch step to the front and then executes right oblique toward the base squad for three steps and steps 30 inches back to the original front. The squad then begins to half step.

4) If there are four squads in the platoon, the first (left) squad would execute the same movements as above except the members would take five steps in the oblique.

5) Steps in the oblique may be adjusted slightly so that a 4-inch interval is obtained.

6) At the command “Forward, MARCH” all squads resume taking 30-inch steps.

7) If the guide has been shifted to the left or center, the base squad will become the squad behind the guide. The commands of execution will be given as the left foot strikes the deck, if guide is left, or on either foot if guide is center. Side steps or oblique movements will be made toward the base squad as appropriate.

8) The platoon commander, on his/her command “MARCH,” oblique the number of steps necessary to remain parallel to the platoon and picks up the half step. The platoon commander picks up a full 30-inch step on his/her command of “Forward, MARCH.”
16. To Extend to Normal Interval in Column.

a. The purpose of this movement is to extend the interval between files in a column from close to normal interval. It may be executed when halted or marching in column at close interval. The command is “Extend, MARCH.”

b. When halted and the guide is right, on the command of execution “MARCH,” members of the base (right) squad stand fast. Members of the squad next to the base squad will execute two left steps. The next squad to the left will execute four left steps. If there are four squads in the platoon, the first (left) squad will execute six left steps. While side stepping, cover and alignment will be maintained. Steps may be adjusted slightly so that one arms interval is obtained between squad leaders. Upon completion of the designated number of steps, members of the squad will halt and resume the position of attention.

c. When marching and the guide is right, the command of execution “MARCH” is given as the left foot strikes the deck. At this command:

1) The base (right) squad takes one more 30-inch step with the right foot and then begins to half step.

2) The squad next to the base squad takes one more 30-inch step to the front with the right foot, executes left oblique away from the base squad for one step and steps 30 inches back to the original front. The squad then begins to half step.

3) The next squad to the left takes one more 30-inch step to the front and then executes left oblique away from the base squad for three steps and steps 30 inches back to the original front. The squad then begins to half step.

4) If there are four squads in the platoon, the first (left) squad would execute the same movements as above except the members would take five steps in the oblique.

5) Steps in the oblique may be adjusted slightly so that a one-arm interval is obtained between squad leaders.

6) At the command “Forward, MARCH,” all squads resume taking 30-inch steps.

d. If the guide has been shifted to the left or center, the base squad will become the squad behind the guide. Side steps or oblique movements will then be made away from the base squad as appropriate.

e. The platoon commander, on his/her command “MARCH,” oblique the number of steps necessary to remain 6 paces from the platoon and picks up the half step. The platoon commander picks up a full 30-inch step on his/her command of “Forward, MARCH.”

17. To Open Ranks.

a. The purpose of this movement is to increase the distance between ranks to 70 inches in order to accommodate the movements of an inspection party or to stack arms. It may be executed when halted in line at attention, and at normal or close interval. If armed, rifles will be at order arms. The commands are “At Close Interval, Open Rank,” “MARCH,” “Ready, FRONT;” and “COVER.”

b. When at normal interval, on the command of execution “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. If there is a fourth rank, it takes two 15-inch back steps, halts, and executes dress right. When at close interval, all ranks will execute at close interval, dress right dress in place of dress right dress.
c. The platoon commander verifies alignment as for dress right dress, except that he/she will verify the 70-inch distance between ranks by taking two 30-inch steps and one 10-inch step when moving from one rank to the next. After verifying the alignment of the rear rank, he/she faces to the right in marching, marches 3 paces beyond the front rank, and 1 pace to the guide's right, halts, faces to the left, and commands “Ready, FRONT” and “COVER.” The platoon responds to these commands in the same manner as when they are given following dress right dress.

d. If the platoon is about to be inspected the platoon commander, after the command “COVER” will take one step to the front so that he/she is 3 paces directly in front of the guide, and then execute a right face. From this position the platoon commander reports the platoon to the inspecting officer.

18. To Close Ranks.

a. The purpose of this movement is to decrease the distance between opened ranks to a normal distance (40 inches). It may only be given when the platoon is at attention at open ranks. The command is “Close Ranks, MARCH.” It should be given immediately after the reason for opening ranks is accomplished, and before the platoon is given further drill movements or dismissed.

b. On the command of execution “MARCH,” the front rank stands fast while the second rank takes one 30-inch step to the front and halts. At the same time, the third rank takes two 30-inch steps to the front and if there is a fourth squad, it takes 3 steps and halts. Each individual maintains cover and alignment while moving. No dressing movements are executed.

c. The platoon commander may give the command to close ranks when:

1) After the platoon is inspected, the platoon commander returns to a position 3 paces in front of the guide and halts facing to the front. It is from this position that the inspecting officer would critique the inspection. The platoon commander would exchange salutes with the inspection officer and after that officer has departed, the platoon commander would face to the left and then command “Close Ranks, MARCH.”

2) The platoon commander, on the command “MARCH,” then moves to his/her position 6 paces and centered on the platoon.

19. To Form for Physical Training.

a. The purpose of the movement is to form the platoon for physical exercise. It may be executed when the platoon is halted at attention and in a column of threes or fours at normal interval. The sequence of commands are: “From Front to Rear, Count, OFF;” “Take Interval to the Left, MARCH;” “Arms, DOWN;” and “Even Numbers, To the Right, MOVE.” To reform to a column the commands are “Assemble, MARCH” and “COVER.”

b. The command “From Front to Rear, Count, OFF” is given by the platoon commander in order to designate odd and even ranks. It is executed as prescribed for counting off in column.

c. The next command is “Take Interval to the Left, MARCH.” This movement is different from the movement described in paragraph 13, which is executed when the platoon is in line formation. With the platoon in column, the extended interval is set by designating the number of steps the members of each squad take to the left.

1) On the command of execution “MARCH,” all members of the squad on the right flank (third squad if it is a three squad platoon, fourth squad if it is a four squad platoon) and the guide, will cover in file, stand fast and each member extends both arms sideways at shoulder height, palms down with fingers extended and joined. This squad forms the base of the movement.

2) At the same time, the members of each squad to the left of the base squad will face to the left as in marching and take two, four, or six (if it is a four squad platoon) 30-inch steps
respectively. Upon completing their designated number of steps, they will halt, execute a right face, will cover in file, stand fast, and extend their arms to the side at shoulder height in the same manner as the right file. If armed with rifles the rifles are carried at trail arms during movement and then raised in the same manner as the right file.

3) At the command “Arms, DOWN,” the arms are lowered smartly to the side and if armed with rifles the position of order arms is assumed.

d. On the command “Even Numbers to the Right, MOVE,” all even numbered individuals and the guide will move to their right to the middle of the interval between files. Swinging the right leg to the right and springing off the left foot will do this. The movement should be completed in one hop. If armed with rifles the weapon is brought to trail arms and held against the right leg during movement. Once in position, even numbered members cover and assume the position of attention. Odd numbered members do not move. From this position physical drill may be executed without the danger of collisions between individuals.

e. Upon the completion of physical drill, the command “Assemble, MARCH” is given. On the command of execution, the odd numbered members of the base squad stand fast. Even numbered members of the base squad step left in marching and double time to their positions covered on the odd numbered members of the base squad and the guide will return to a position in front of the base squad leader. At the same time, all other members will face right as in marching and, at a double time cadence, reassemble in column at normal interval and stand fast. The platoon commander would then give the command of “COVER” in order for the platoon to quickly pick up its alignment and cover.

f. The platoon commander, once the platoon is in column, gives all commands from position 6 paces in front of, centered on, and facing the column. He/she makes those movements necessary to maintain this position during the execution of the movement(s).

20. To Change the Direction of a Column.

a. The purpose of this movement is to change the direction of march of a column. It may be executed when the platoon is halted or marching in column at normal or close interval. The command is “Column Right (Column Left, Column Half Right or Column Half Left), MARCH.” The base element during the turn is the squad on the flank in the direction of the turn. The leading member of the base squad, excluding the platoon commander and guide, establishes the pivot for the movement.

b. When marching, the commands of execution are given on the foot in the direction of the turn. On the command of execution “MARCH,” the leading member of the base squad takes one more 30-inch step to the front and then pivots 90 degrees to the right (left) on the ball of the left (right) foot. He/she then takes one 30-inch step in the new direction before beginning to half step. At the same time other members of the leading rank execute a right (left) oblique. They step in this direction until they are on line with the new line of march (normally two, four and six steps respectively) and then execute a second right (left) oblique. The original interval is maintained while in the oblique. Stepping out of the second oblique with a 30-inch step, they begin to half step as soon as they are aligned on the base squad leader. When all members of the same rank have come abreast, everyone in that rank resumes a full step. Ranks in rear of the leading rank execute the pivot movements on the same points and in the same way as the leading rank. (See figure 6-IV-5.)

c. When halted, at the command of execution “MARCH,” the leading member of the base squad faces to the right (left) as in marching and takes one 30-inch step in the new direction with the right (left) foot. At the same time other members of the leading rank step off in the right (left) oblique. Members behind the lead rank step off to the front as in forward march. The remainder of the movement is executed the same as in marching.

d. During column movements, the platoon commander and guide execute either an oblique or a 90-degree pivot (depending on the direction of the movement) on the command of execution.
After completing their turn, they adjust their line of march so that they are in front of the appropriate squad.

e. For slight changes of direction, the command is “INCLINE TO THE RIGHT (LEFT).” At that command, the guide changes direction as commanded. This is not a precision movement and is executed only while marching.

Figure 6-IV-5. Executing Column Right (Left).

21. To March to the Flank.

a. The purpose of this movement is to march the platoon to the right or left flank for a short distance. It may be executed from any formation that is marching at quick time or double time cadence. The command is “By the Right (Left) Flank, MARCH.” The command of execution is given as the foot in the direction of the turn strikes the deck.

b. To execute a right flank when marching at quick time, the command is “By the Right Flank, MARCH.” On the command of execution “MARCH,” everyone takes one more 30-inch step to the front with the left foot and then pivots 90 degrees to the right on the ball of the left foot. Stepping out of the pivot with a 30-inch step, the entire platoon marches in line to the right flank. The platoon commander and guide execute the flanking movement with the platoon, but do not change their position within the platoon. (For the one exception to this, see Unit Drill, paragraph 12.) For the platoon to resume marching in the original direction, the command is “By the Left Flank, MARCH.” To march to the left flank, substitute left for right and right for left in the above sequence. No other command may be given when marching to the flank until the unit has resumed marching to the original front. (See figure 6-IV-6.)

c. When this movement is executed from a column at close interval, squad(s) to the rear of the squad that becomes the leading squad takes up the half step. They resume a full step as soon as a 40-inch distance has opened between squads. After such a movement, the platoon maintains normal interval until close march is commanded.

d. When marching at double time, on the command of execution “MARCH,” everyone takes two more 36-inch steps to the front and then two 6-inch vertical steps in place at double time cadence. While stepping in place, everyone turns 90 degrees toward the direction commanded and then steps off with a 36-inch step in the new direction.

e. When the platoon executes flank movements from a column at close interval, squad(s) to the rear of the squad that becomes the leading squad, will take up a half step. They resume a full step as soon as a 40-inch distance has opened between squads. After such a movement, the platoon maintains normal interval until close march is commanded.
22. To March in the Oblique.

a. The purpose of this movement is to shift the line of march to the right or left for a short distance and then resume marching in the original direction. It may be executed from any formation that is marching at quick time cadence. The command is “Right (Left) Oblique, MARCH.” The word oblique is pronounced to rhyme with strike. The command of execution is given as the foot in the direction of the turn strikes the deck. The command to resume the original direction of march is “Forward, MARCH.” The command of execution is given as the foot toward the original front strikes the deck.

b. To teach the platoon to march to the oblique, the instructor aligns the unit and has members face half right (left). The instructor then explains that these positions are maintained when marching to the oblique. Individuals keeping their shoulders parallel to the persons in front and/or adjacent to them achieve this. The individual at the corner of the platoon towards the direction of the oblique is the base of the movement, and must maintain a steady line of march keeping his/her other shoulders blocked perpendicular to the direction of march.

c. To march the platoon in the right oblique, the command is “Right Oblique, MARCH.” On the command “MARCH,” everyone then takes one more 30-inch step to the front with the left foot and pivots 45 degrees to the right on the ball of the left foot. Stepping out of the pivot with a 30 inch step, the entire platoon marches to the right oblique until given another command. (See figure 6-IV-7.) For the platoon to resume marching in the original direction, the command is
“Forward, MARCH,” in this case the command of execution will be given as the left foot strikes the deck. Everyone then takes one more step in the oblique direction with the right foot; pivots back to the original front and continue to march. To march to the left oblique, substitute left for right and right for left in the above sequence.

**Figure 6-IV-7. Marching to Right Oblique**

d. To halt the squad facing in the original direction of march the command is “Platoon, HALT.” The command of execution “HALT” is given on the left foot when marching to the right oblique, and on the right foot when marching to the left oblique. At the command “HALT,” everyone takes one more step in the oblique direction, pivots to the original front on the toe of the right (left) foot, and places the left (right) foot beside the other at the position of attention.

e. To temporarily halt the squad in the oblique direction, in order to correct errors, the command is “In Place, HALT.” The command of execution “HALT” may be given as either foot strikes the deck. At the command of execution “HALT,” the squad halts in two counts as in quick time and remains facing in the oblique direction. The only command that can be given after halting in place is “Resume, MARCH.” At that command the movement continues marching in the oblique direction.

f. When given half step or mark time while marching in the oblique, the only commands that may be given are, “Resume, MARCH,” to continue marching with a 30-inch step in the oblique; or “In Place, HALT,” to halt in the oblique in order to correct errors.

23. To March to the Rear.

a. The purpose of this movement is to march the platoon to the rear for a short distance. It may be executed when halted or marching forward at quick time or double time. The command is “To the Rear, MARCH” it will be given as the right foot strikes the deck.

b. When halted, on the command of execution “MARCH,” everyone takes one 15-inch step to the front with the left foot and then pivots 180 degrees toward the right on the balls of both feet. Stepping out of the pivot with a 30-inch step, the entire platoon marches to the rear. For the platoon to resume marching in the original direction, the command “To the Rear, MARCH” is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.
c. When marching at quick time, on the command of execution “MARCH,” everyone takes one more 15-inch step to the front with the left foot and then pivots 180 degrees toward the right on the balls of both feet. Stepping out of the pivot with a 30-inch step, the entire platoon marches to the rear. For the platoon to resume marching in the original direction, the command “To the Rear, MARCH” is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.

d. When marching at double time, on the command of execution “MARCH,” everyone takes two more 36-inch steps to the front and then four 6-inch vertical steps in place at double time cadence. On the first and third steps in place, everyone pivots 180 degrees to the right. After the fourth step in place, and for the fifth step, they step off with a 36-inch step in the new direction. For the platoon to resume marching in the original direction, the command “To the Rear, MARCH” is given again. No other command may be given when marching to the rear until the unit has resumed marching to the original front.

24. To Form a Column of Twos or Files and Reform.

a. The purpose of these movements is to diminish the front of the platoon in column. They may be executed when the platoon is halted at attention in column of threes or fours, and when at normal or close interval. Squads may be taken from either the right or left side of the platoon. The command to form a column of twos is “Column of Twos from the Right (Left), MARCH.” The command to form a column of files is “Column of Files from the Right (Left), MARCH.” When the squad leaders give supplemental commands they turn their head and eyes toward the direction of the movement, give the supplemental command, and turn their head and eyes back to the front. When commanding, “Squad, HALT,” the squad leaders turn their head and eyes in the direction of the halted element, regardless of the direction of the movement.

b. When forming a column of files or twos and reforming to threes (fours). It is important to note, in order to keep from inverting the platoon, that:

1) If a column of twos or files were taken FROM the LEFT, then a column of threes (fours) must be formed TO the RIGHT.

2) If a column of twos or files were taken FROM the RIGHT, then a column of threes (fours) must be formed TO the LEFT.

c. When in a Column of Threes, to Form a Column of Twos and Reform.

1) On the preparatory command “Column of Twos from the Right,” the squad leaders give the following supplementary commands: the two right squad leaders turn their head and eyes to the right give the supplemental command “Forward,” the left squad leader turns his/her head and eyes to the left and gives the supplemental command “Column of Twos to the Left.” The guide remains in position. On the platoon commander’s command of execution “MARCH,” the two right squads march forward; the left squad forms a column of twos to the left as prescribed in squad drill. Then, on commands of its squad leader, the remaining squad executes a column half right and a column half left so as to follow the two leading squads at normal distance in column. (See figure 6-IV-8.)

2) To reform into a column of threes the command is “Column of Threes to the Left, MARCH.” On the preparatory command, the two lead squad leaders turn their head and eyes to the left and give the supplementary “STAND FAST.” The remaining squad leader then turns his/her head and eyes to the left and commands “Column of Files from the Right” and “Column Half Left.” On the platoon commander’s command of execution “MARCH,” the two leading squads stand fast; the rear squad forms single file from the right.

a) The squad leader steps half left in marching turns his/her head and eyes to the right and quickly commands “Column Half Right, MARCH,” and executes the command so as to be marching to the left of and parallel to, the lead squads. He/she would continue to march forward until nearing the lead squad leaders, at which time the squad leader turns his/her
head and eyes to the right and gives the command “Squad, HALT.” The squad is halted so that it is aligned with, and the proper interval from, the two lead squads. (See figure 6 IV-8.)

b) The remaining members of the squad step off by twos (two and three; four and five; six and seven; etc.) in the left oblique. The even numbered members of the squad take one step in the left oblique and pivot back to the original direction of march, following the squad leader. The odd numbered members of the squad take three steps in the left oblique and pivot back to the original direction of march, following the squad leader. The steps in the oblique may be adjusted so as to obtain proper interval from the two lead squads.

3) To form a column of twos from the left and reform to a column of threes to the right, use the same procedure as described in paragraph 24.c.2) above substituting left for right and right for left. On the platoon commander’s preparatory command of “Column of Twos from the Left,” the guide changes position to be in front of the second squad leader. When reforming to threes, after all squads have halted, the guide moves back in front of the third squad leader.

d. When in a Column of Fours, to Form a Column of Twos and Reform.

1) To form a column of twos from a column of fours the command is “Column of Twos from the Right, MARCH.” On the preparatory command “Column of Twos from the Right,” the squad leaders give the following supplementary commands: the two right squad leaders simultaneously turn their head and eyes to the right and give the supplemental command “Forward.” Then the two left squad leader simultaneously turn their head and eyes to the right and give the supplemental command “STAND FAST.” The guide remains in position. On the platoon commander’s command of execution “MARCH,” the two right squads march forward; the two left squads stand fast. When the two left squad leaders are about to be passed by the end of the two right squads they simultaneously turn their head and eyes to the right and command “Column Half Right, MARCH.” They then step half right in marching, and in unison, command “Column Half Left, MARCH” so to follow the two leading squads at the proper distance. (See figure 6-IV-9.)
2) To reform from a column of twos to a column of fours the command is “Column of Fours to the Left, MARCH.” On the preparatory command “Column of Fours to the Left,” the squad leaders give the following supplementary commands: the two lead squad leaders simultaneously turn their head and eyes to the left and command “STAND FAST;” the two rear squad leaders then simultaneously turn their head and eyes to the left and command “Column Half Left.” On the command of execution “MARCH:”

   a) The two lead squads stand fast.

   b) The two rear squads execute a column half left from the halt. The two squad leaders then simultaneously turn their head and eyes to the right and command “Column Half Right, MARCH” so to be marching to the left of and parallel to the lead squads. They would continue to march forward until nearing the lead squad leaders, at which time the squad leader simultaneously turn their head and eyes to the right and give the command “Squad, HALT.” The squads are halted so that it is aligned with, and the proper interval from the two lead squads.

3) To form a column of twos from the left and reform to a column of fours to the right, use the same procedure as described in paragraph 24.d.2) above substituting left for right and right for left. On the platoon commander’s preparatory command of “Column of Twos from the Left,” the guide changes position to be in front of the second squad leader. When reforming to fours, after all squads have halted, the guide moves back in front of the fourth squad leader.

e. When in a Column of Threes, to Form a Column of Files and Reform.

1) On the preparatory command “Column of Files From the Right,” squad leaders turn their head and eyes to the right and give the following supplementary commands. The third squad leader commands “Forward.” The remaining squad leaders command, “STAND FAST.” The guide remains in position. On the platoon commander’s command of execution “MARCH,” the third squad marches forward; the remaining squads stand fast, then as the fourth to the last member of the squad to the right is about to pass their position the squad leader. (See figure 6-IV-10.)

   a) The second squad leader turns his/her head and eyes to the right and commands “Column Half Right, Column Half Left, MARCH.” The squad leader on his/her own command of execution “MARCH,” steps in the right oblique then pivots back to the left, so as to march at normal distance in single file behind the leading squad. The remaining squad members march forward and execute the pivots on the same point as established by the squad leader.

   b) The first squad leader turns his/her head and eyes to the right and commands “Column Half Right, MARCH” and “Column Half Left, MARCH,” so as to march at normal distance in single file behind the leading squad.
2) To reform into a column of threes, the command is “Column of Threes to the Left, MARCH.” On the preparatory command, squad leaders, in sequence, give the following supplementary commands: the third squad leader turns his/her head and eyes to the left and commands “STAND FAST;” the second squad leader turns his/her head and eyes to the left and commands “Column Half Left, Column Half Right;” and the first squad leader turns his/her head and eyes to the left and commands “Forward.” On the platoon commander’s command of execution “MARCH:”

a) The leading squad stands fast.

b) The second squad leader takes one step in the left oblique then pivots back to the right, so as to be marching to the left of and parallel to the lead squad. The remaining squad members march forward and execute the pivots on the same point as established by the squad leader. The squad leader would continue to march forward until nearing the lead squad leader, at which time he/she turns his/her head and eyes to the right and gives the command “Squad, HALT.” The squad is halted so that it is aligned with, and the proper interval from the two lead squads.

c) The first squad marches forward until approaching the end of the lead squad. The squad leader then turns his/her head and eyes to the left and commands, “Column Half Left, MARCH.” The squad leader then turns his/her head and eyes to the right and commands “Column Half Right, MARCH” in order to place his/her squad to the left of and at proper interval from the second squad. The squad would continue to march forward until nearing the second squad leaders, at which time the squad leader turns his head/her and eyes to
the right and gives the command “Squad, HALT.” The squad is halted so that it is aligned with, and the proper interval from the two lead squads.

3) To form a column of files from the left and reform to a column of threes to the right, use the same procedure as described in paragraphs 24.e.2) b) and c) above substituting left for right and right for left. On the platoon commander’s preparatory command of “Column of Files from the Left,” the guide changes position to be in front of the first squad leader. When reforming to threes, after all squads have halted, the guide moves back in front of the third squad leader.

f. Forming a column of files and reforming when in a column of fours is executed in a similar manner as when in a column of threes.

g. When marching in column of twos, the platoon commander is ahead of the left file and the guide is in front of the right file. When marching in single file, the guide leads the platoon, the platoon commander marches abreast of and to the left of the guide. If executing the movements for practice or instructional purposes the platoon commander would position himself/herself where he/she could best supervise the platoon.

Figure 6-IV-10. Column of Files from Column of Threes and Reform
SECTION V: UNIT DRILL

1. General.
   a. A unit consists of a unit headquarters and two or more platoons.

   b. For close order drill and ceremonies, company headquarters personnel may be attached to platoons without interfering with the permanent squad organization. For marches, members of the company headquarters command group are formed as directed by the unit commander or higher authority.

   c. Formations used by the company are line, column (of threes, etc.), mass, extended mass, and column of platoons in line. In all these formations, the platoons that comprise the company will either be in line (each squad forming one rank) or in column (each squad forming one file). The company may also form column of twos or files in a manner similar to that prescribed for a platoon, in which case the platoons are arranged as in column, except that each platoon is in column of twos or files. Formations of the unit for drills and ceremonies, to include posts of officers and key Young Marines, are shown in figures 6-V-1 through 6-V-2.

1) When the unit commander is absent, the senior adult or Young Marine present with the company takes post and drills the company as prescribed for the unit commander.

2) When adults present will not be drilling the company, and after the company is formed, the Young Marine first sergeant, or in his/her absence, the next senior Young Marine takes post and drills the company as prescribed for the unit commander, and platoon sergeants take post and perform the duties of platoon commanders. This also applies when, for any reason, the unit commander directs the Young Marine first sergeant (or senior Young Marine) to take charge of the company for purposes other than dismissing the company. When this occurs, the Young Marine first sergeant and Young Marine platoon sergeants march by the most direct route to take post as the unit commander and platoon commanders, respectively.

3) For drill and ceremonies, the following minimum key billets within the unit must be filled by applying the above rules: unit commander, guidon bearer, and unit first sergeant in the unit headquarters; and a platoon commander, platoon sergeant, and guide for each platoon, plus one squad leader per squad within each platoon.

4) For drill and ceremonies, the guidon bearer carries the unit guidon. In all formations, the guidon bearer is 1 pace to the rear and 1 pace to the left of the unit commander or Young Marine first sergeant, as appropriate. For marches in the field, the guidon is kept with company headquarters baggage unless otherwise directed. If carried on marches in the field, the guidon bearer takes post as described above for drill and ceremonies.

d. During company physical training and conditioning marches when the company is in column, the Young Marine first sergeant will move from his/her normal position at the rear of the column and assume a position to the left of the unit commander. If the guidon is also present it will be carried on the march or run to the rear of the unit commander and Young Marine first sergeant.
2. **Rules for Unit Drill.**

   a. The platoon, rather than the unit, is the basic drill unit.

   b. In unit drill, if all Young Marines in the unit are to execute the same movement simultaneously, platoon commanders will not repeat preparatory commands of the unit commander. When commands such as “FALL OUT” are given, which combine the preparatory command and command of execution. When the preparatory command of the unit commander is “Unit,” the platoon commanders give the preparatory command “Platoon.”

   1) When in mass formation, platoon commanders repeat preparatory commands only when the order will require independent movement by a platoon.

   2) When the platoons of the unit are to execute a movement in successive order, such as a column movement, the platoon commander of the first platoon to execute the movement repeats the unit commander’s preparatory command, and those of following platoons give an appropriate caution such as “Continue to March.” Platoon commanders of following platoons repeat the unit commander’s preparatory command and command of execution at the proper time to cause their platoons to execute the movement on the same ground as the first platoon.

   3) When participating in parades and ceremonies when commands by the commander of troops or unit commander can be clearly heard, supplemental commands need not be given.

   c. Platoon commanders turn their head and eyes when giving supplemental commands using the following rules.

   1) When executing halted movements, such as the manual of arms, the platoon commander turns his/her head and eyes to the right.

   2) For movements that involve marching, (e.g., forming from column into mass, mass into column or column movements) the platoon commander turns his/her head and eyes to the direction of the movement to give supplemental command.

   3) When bringing the platoon on line with a halted element the platoon commander turns his/her head and eyes towards the halted element to give the command of mark time or halt.

   d. When commands involve movements of the company in which one platoon stands fast or continues the march, while one or more of the others do not, its commander commands “STAND FAST” or “Continue to March,” as the case may be.

   e. The company marches, executes change of direction, closes and extends intervals between squads in column, opens and closes ranks, and stacks and takes arms as in platoon drill.

   f. The company executes marching in line only for minor changes in position.

   g. Unless otherwise specified for the company to be at close interval, all changes in formation must be executed with files and ranks formed at normal interval and distance.
3. To Form the Unit.

a. At the command “FALL IN,” the company forms in line formation at normal interval and distance. If it is desired to form the company at close interval between files, the command “At Close Interval, FALL IN” is given. In this case, the platoons form in line, but files within each platoon are at close interval (4 inches). The company forms at close interval only for roll calls or when space is limited. The company may be formed by its unit Young Marine first sergeant, other senior Young Marine, or by a registered adult under command of the unit commander, as described below.

b. Forming the Unit by Young Marines.

1) The unit Young Marine first sergeant takes post 9 paces in front of the point where the center of the company is to be, faces that point, draws sword if so armed, and commands “FALL IN” (“At Close Interval, FALL IN”). At this command, the guidon bearer takes post facing the front 1 pace to the front and 1 pace to the right of the Young Marine first sergeant (the first sergeant facing the company), and the company forms in line with platoons in line at normal (close) interval and 4 paces between platoons. Each platoon sergeant takes post 3 paces in front of and facing the point where the center of the platoon is to be, faces that point, and draws sword if so armed. Each platoon then forms (as prescribed in Section V, paragraph 5), under the supervision of the platoon sergeant.

2) Platoon sergeants then command “REPORT.” Remaining in position (at order arms if armed with the rifle), the squad leaders, in succession from front to rear in each platoon, salute and report, “All present,” or “Private absent.” The platoon sergeant immediately faces the front after receiving the reports of the squad leaders. (NOTE: If platoons cannot be formed in regularly organized squads prior to forming the unit, the platoon sergeants call the roll. Each Young Marine answers “here,” as their name is called. The platoon sergeant then organizes the platoon into squads and faces the front.

3) After all platoon sergeants have completed receiving the reports of their squad leaders and are facing the front, the Young Marine first sergeant commands “REPORT,” at which time the platoon sergeants, beginning with the right platoon, successively salute and report, “All present or accounted for” or “men absent.” The Young Marine first sergeant returns each salute individually. What occurs next depends upon whether the unit commander and platoon leaders receive the company or not.

a) If the unit commander or designate do not receive the formation, after receiving the reports of all the platoon sergeants, the unit Young Marine first sergeant commands, “POST.” On this command, the platoon sergeants and guidon bearer step forward three steps; simultaneously, the Young Marine first sergeant faces about and steps forward three steps. The company is now formed with the Young Marine first sergeant and platoon sergeants occupying the posts prescribed for the unit commander and platoon commanders.

b) If the unit commander or commander of troops (COT) receive the formation, the unit commander or COT and platoon leaders normally observe the initial procedures from a location to the rear of where the company is forming. In this case, after receiving the reports of the platoon sergeants, the unit Young Marine first sergeant faces the front and awaits the arrival of the unit commander or COT. When the unit commander has taken post 12 paces front and center of the company, the unit Young Marine first sergeant salutes and reports “Sir/Ma’am, all present or accounted for.” or “Sir/Ma’am, Young Marines absent.” The company commander returns the salute, and may discuss absentee and issue necessary instructions to the unit first sergeant.
c) Next, the company commander directs the first sergeant to “TAKE YOUR POST,” at which the guidon bearer marches forward 3 paces, and the unit first sergeant and platoon sergeants march by the most direct routes to their posts, the former in rear of the unit, the latter on the left of the rear rank of their platoons; simultaneously, the company executive officer takes post to the rear of the company and the platoon commanders move around the right front of their platoons and take their posts 6 paces front and center of their platoons.

c. Forming the Unit by the Unit Commander.

1) Normally, the unit is initially formed by the unit first sergeant and platoon sergeant, then received by the officers as described in paragraph above. This permits detailed musters to be taken by the staff noncommissioned or noncommissioned officers. During the course of training, if the company has been dismissed for a short period of time, the company commander to save time may initially reform it.

2) When the company is initially formed by the company commander, the procedures are the same as forming with the staff noncommissioned or noncommissioned officers, except that the company commander takes post 12 paces front and center and facing the point where the center of the company is to be, draws sword if so armed, and commands “FALL IN.” Platoon commanders then take posts 6 paces front and center and facing the point where the center of their platoons will be, draw sword if so armed, form their platoons and receive the reports of their squad leaders, then face the front. After all platoon commanders have formed their platoons and are facing the front, the company commander commands “REPORT,” at which time each platoon commander, in succession from right to left, salutes and reports, “Sir/Ma’am, all present or accounted for,” or “Sir/Ma’am, Marines absent.”

4. To Dismiss the Unit.

a. The commands are “FIRST SERGEANT” and “DISMISS THE UNIT.” The unit being in line at a halt, at the command “FIRST SERGEANT,” the first sergeant moves by the most direct route to a point 3 paces from the company commander (9 paces in front of the center of the company), halts, and salutes the company commander returns the salute and passes any directions or information necessary to the first sergeant. The unit commander directs the unit first sergeant to “DISMISS THE COMPANY.” The first sergeant and unit commander exchange salutes. After returning the first sergeant’s salute the unit commander and falls
b. The unit being in line at a halt, dismissal may also be ordered by the command “DISMISS YOUR PLATOONS.” The platoon commanders salute; the unit commander returns their salute, returns sword, if so armed, and falls out. The platoon commanders execute about face and command “PLATOON SERGEANT.” The platoon sergeant takes his/her post 3 paces in front of the center of the platoon halts, facing the platoon commander and salutes. The platoon commander returns the salute and passes any directions or information necessary to the platoon sergeant. The platoon commander then directs the platoon sergeant to “DISMISS THE PLATOON,” the platoon sergeant and platoon commander exchange salutes. After the platoon commander has returned the platoon sergeant’s salute. The platoon sergeant then faces the platoon and commands “DISMISSED.”

c. The first sergeant may cause platoons to be dismissed by the platoon sergeants by commanding, “DISMISS YOUR PLATOONS.” The platoon sergeants salute; the first sergeant returns the salute, returns sword if so armed, and falls out. The platoon sergeants then execute about face and command “DISMISSED.”

5. **Being in Line to Form Column and Reform into Line.**

a. Being at a halt and at the order in line, to form column, the company commander orders “Right, FACE.” After facing to the right, all officers, key staff noncommissioned or noncommissioned officers, and the guidon bearer march by the most direct routes to their posts in column. The company commander may then cause the column to march (NOTE: As platoons and squads become inverted if the company is faced to the left, this should be done only for short movements.).

b. Being at a halt and at the order in column, to form line, the company commander commands “Left, FACE.” (NOTE: If the company is at close interval they must be extended to normal interval, Section IV, paragraph 16, prior to executing left face. Otherwise there will not be 40 inches of distance between ranks.) After facing to the left, all officers, key noncommissioned officers, and the guidon bearer march by the most direct routes to their posts in line. (NOTE: When in column, if the company is faced to the right, platoons and squads become inverted. Therefore, to form line facing the right flank of a column, the company should first be marched by executing necessary changes in direction, so that after halting and facing to the left, line will be formed facing the desired direction.)
6. To Align the Unit.

a. To align the company when in line at a halt, the unit commander commands, **“DRESS RIGHT (CENTER, LEFT).”** At the command **“DRESS RIGHT,”** the platoon commander of the base platoon aligns his/her platoon immediately by the commands **“Dress Right, DRESS;” “Ready, FRONT;”** and **“COVER.”** After the platoon commander of the base platoon gives the command to dress right, the remaining platoon commanders will align their platoons in successive order. When **“DRESS CENTER”** is given, the commander of the center platoon, which is the base platoon for this movement, aligns the platoon to the center of the company. The base platoon for this movement is the second platoon in both three and four platoon companies. After the base platoon commander has aligned the platoon, the remaining platoon commanders will align their respective platoons on the base platoon by executing **“Dress Right (Left), DRESS;” “Ready, FRONT;”** and **“COVER,”** as explained in Section IV, paragraph 10.

b. To align the company when in mass formation at a halt, the unit commander commands **“Dress Right (Left), DRESS” or “At Close Interval, Dress Right (Left), DRESS;” “Ready, FRONT;”** and **“COVER.”**

1) On the command of execution **“DRESS,”** the platoon commander of the base platoon takes one step forward, executes a right flank, moves to a position 1 pace to the right of the right squad leader, executes another right flank and halts 1 pace to the right of the rank of squad leaders. He/she then executes a right face and verifies the alignment of the squad leaders in the same manner as alignment is verified in Section IV, paragraph 10. He/she then verifies the alignment of the rest of the unit as described in Section IV, paragraph 10. (Note: During parades and ceremonies the platoon commander of the base platoon would normally only check the alignment of the 1st, 5th, and 8th (last) rank.) After verifying the alignment of the last rank the platoon commander marches back to the front of the formation 1 pace past the guide. He/she then executes a left flank and moves, by the most direct route, back to his/her position at the head of his/her platoon. The platoon commander then halts, from the oblique, faces right and goes to order sword. When the platoon commander resumes his/her post, the company commander commands **“Ready, FRONT”** and **“COVER.”**

(Revised 5/2011)
2) To align the company when in extended mass formation at a halt, the company commander commands “Dress Right (Left), DRESS” or “At Close Interval, Dress Right (Left), DRESS;” “Ready, FRONT;” and “COVER.” Alignment is verified as described in paragraph 6.b.1) above. Except that all platoon commanders move to verify the alignment of their platoons.

c. To align the company when in column, platoons in column, the command is “COVER.” At that command, the second and following platoons obtain the proper 4-pace distances between platoons and cover on the files of the leading platoon. Each platoon aligns internally as prescribed in Section IV, paragraph 10.

d. To align the company when in column of platoons in line at halt, the company commander commands, “DRESS RIGHT (LEFT).” At this command, the leading platoon (which is the base platoon) is immediately aligned by its commander who commands, “Dress Right (Left), DRESS;” “Ready, FRONT;” and “COVER.” After the platoon commander of the base platoon has given the command to align the platoon, the remaining platoon commanders in succession from front to rear give the command to align their platoons. Platoon commanders follow the procedures prescribed in Section IV, paragraph 10, and ensure that the guides are covered on the guide of the leading platoon.

7. Being in Column, to Change Direction.

a. Being at a halt or in march while in column, to change direction 90 degrees to the right (left), the company commander orders “Column Right (Left), MARCH.” On the preparatory command, platoon commanders give the following supplementary commands: leading platoon commander, “Column Right (Left);” and remaining platoon commanders, “Forward,” if initiated from a halt (“Continue to March,” if initiated while marching). On the unit commander’s command of execution “MARCH,” the leading platoon executes a column right (left). Succeeding platoons march forward, and on the commands of their platoon commanders, execute a column right (left) on the same ground as the leading platoon.

b. To execute a 45-degree change in direction, the execution is the same as above, except the command “Column Half Right (Left), MARCH” is used. Platoon commanders give appropriate supplementary commands.

c. For slight changes in direction, on the command of the unit commander to “INCLINE TO THE RIGHT (LEFT),” the guide of the leading platoon changes direction as commanded. Succeeding platoons march forward and change direction on the same ground as the leading platoon. The platoon commanders give no supplementary commands.

8. Being in Column, to Form Mass Formation.

a. Being at a halt in column at close or normal interval, the unit commander orders “Unit, Mass Left, MARCH.” On the preparatory command, platoon commanders give the following supplementary commands: leading platoon commander turns his/her head and eyes to the left and commands “STAND FAST;” remaining platoon commanders turn their head and eyes to the left and command “Column Half Left.” On the unit commander’s command of execution “MARCH,” the leading platoon stands fast, and the remaining platoons simultaneously execute a column half left. On commands of their platoon commanders, the remaining platoons then execute a column half right so as to move into positions alongside the leading platoon at the appropriate interval. As each platoon commander is about to come on line with the leading rank of the halted element, they turn their head and eyes to the right and command “Mark Time, MARCH.” The platoon marks time 4-8 counts to gain cover and alignment and is halted by the platoon commander. This forms the company in mass at the appropriate intervals between all adjacent platoons and files.
b. The unit on the march in column at close or normal interval is given the same commands at the halt, except that on the preparatory command the leading platoon commander commands “Mark Time.” On the unit commander’s command of execution “MARCH,” the leading platoon marks time 4-8 counts then halts on command of its platoon commander. The commands and movements for the remaining platoons are the same as for executing the movement from a halt.

c. If the unit was in column at normal interval, then the unit mass is at normal interval (e.g., normal interval between files in the platoons and normal interval between platoons in the company). If the unit was in column at close interval, then the company mass is at close interval (e.g., close interval between files in the platoons and close interval between platoons in the company).

d. To form a unit mass right, use the same commands as above substituting left for right and right for left. However, forming a unit into a mass right results in the platoons being inverted and should only be done under unusual circumstances.

e. There will be occasions when enlisted personnel form the unit in mass as part of a larger formation. When the unit officers receive the unit the same procedures as in paragraph 3.b.3) b) will be used except, that all key personnel on the command “TAKE YOUR POST” will execute the following.

1) The platoon commanders will be at the rear of the formation in reverse order.

2) On the command “TAKE YOUR POST” the first sergeant will move by the most direct route around the left of the formation and assume his/her normal positions in the rear of the formation.

3) The guidon will move 3 paces forward to his/her position 1 pace to the left and behind the unit commander.

4) The platoon commanders will move to their position in front of the their respective first squad leaders by the most direct route. This is done by marching in column around the right of the formation until they are 1 pace from their first squad leader and then take one step in the left oblique, halt in front of the squad leader and on line with the guides and execute a right face.

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Figure 6-V-3. Unit Mass Formation
(Replace Weapons and Rifle with 1st platoon, 2nd platoon, etc.)

a. At a halt or in march while in column, to form extended mass, the unit commander orders “Unit Mass (3 to 6) Paces Left, MARCH.” On the preparatory command, platoon commanders give the following supplementary commands: leading platoon commander turns his/her head and eyes to the left and commands “STAND FAST” remaining platoon commanders turn their head and eyes to the left and command “Column Half Left.” On the unit commander’s command of execution “MARCH,” the leading platoon stands fast, and the remaining platoons simultaneously execute a column half left. On commands from their platoon commanders, the remaining platoons then execute a column half right so as to move into positions alongside the leading platoon at the designated (3 to 6-pace) interval. As each platoon commander is about to come on line with the leading rank of the halted element, they turn their head and eyes to the right and command “Mark Time, MARCH.” The platoon marks time 4-8 counts to gain cover and alignment and is halted by the platoon commander. This formation is used for drills and ceremonies if it is desired to increase the size of the mass in order to present a more impressive appearance. The unit in this formation drills in the same manner as for mass formation, maintaining the specified interval between platoons and files in the platoons.

b. The unit on the march in column at close or normal interval is given the same commands at the halt, except that on the preparatory command the leading platoon commander commands “Mark Time.” On the unit commander’s command of execution “MARCH,” the leading platoon marks time 4-8 counts then halts on command of its platoon commander. The commands and movements for the remaining platoons are the same as for executing the movement from a halt.

c. If the unit was in column at normal interval, then the unit extended mass has normal interval between files in the platoons and the specified (3-6 pace) interval between platoons in the company. If the unit was in column at close interval, then the company extended mass has close interval, 4 inches, between files in the platoons and specified (3-6 paces) interval between platoons in the unit.

d. To form unit extended mass right use the same commands as in paragraph 9.a. substituting left for right and right for left. However, forming a unit into a mass right results in the platoons being inverted and should only be done under unusual circumstances. If the unit is formed at extended mass by Young Marines as part of a larger formation the same procedures for posting as in paragraph 3.b.3).

Figure 6-V-4. Unit in Extended Mass Formation
(Replace Weapons and Rifle with 1st platoon, 2nd platoon, etc.)

a. Being in mass or extended mass formation at a halt or in march, to change direction 90 degrees to the right (left), the unit commander commands “Right (Left) Turn, MARCH” and “Forward, MARCH.” The right flank guide of the line of guides and platoon commanders is the pivot for this movement. At the command of execution “MARCH,” for the right (left) turn, the pivot faces to the right (left) in marching and takes up the half step. Other members of the first rank execute a right (left) oblique, advance until opposite their place in line, execute a second right (left) oblique, and upon arriving abreast of the pivot man, take up the half step. Each succeeding rank executes the movement on the same ground and in the same manner as the first rank. All take a full step at the command “Forward, MARCH,” which is given by the company commander after all members of the company have changed direction and have picked up the half step.

b. Being in mass or extended mass formation at a halt or in march, to change direction 45 degrees to the right (left), the unit commander commands “Half Right (Left) Turn, MARCH” and “Forward, MARCH.” This movement is executed in a similar manner for a right turn as described above, except that the pivot makes a half right (left) face in marching, and the members of each rank need execute only one right (left) oblique in marching.

11. Being in Mass or Extended Mass Formation, to Form Column.

a. Being at a halt in mass or extended mass formation, to form column, the commands are “Column of Threes (Fours), Right (Left) Platoon, Forward (Column Right), MARCH.” On the preparatory command, the platoon commanders give the following supplementary commands: right (left) platoon commander commands “Forward (Column Right);” and the remaining platoon commanders command “STAND FAST.” On the unit commander’s command of execution “MARCH,” the right (left) platoon marches forward and the remaining platoons stand fast. When the leading platoon reaches an appropriate point, the next platoon, on commands of its platoon commander, executes necessary column movements so as to take up the march in column at a distance of 4 paces from the leading platoon. Remaining platoons in succession, take up the march in column at distances of 4 paces in a similar manner.

b. Being on the march in mass or extended mass formation, to form a column, the unit commander gives the same command as when initiated from a halt. In this case, on the preparatory command, the right (left) platoons command, “Continue to March (Column Right),” and the remaining platoon commanders command “Mark Time.” On the unit commander’s command of execution “MARCH,” the right (left) platoon continues the march (executes a column right) and the remaining platoons mark time. The platoon commanders of the remaining platoons cause their platoons to execute necessary column movements so as to follow in column behind the leading platoon at a 4-pace distance in a similar manner as when the movement is initiated from a halt.

12. Being in Column, to Form Column of Platoons in Line.

a. Being at a halt and at the order in column, to form column of platoons in line the unit commander commands “Column of Platoons in Line, MARCH” and “Left, FACE.” On the first preparatory command, platoon commanders give the following supplementary commands: leading platoon unit commands “STAND FAST;” second platoon commander commands “Column Right,” and all other platoon commanders commands “Forward.” On the unit commander’s command of execution “MARCH,” the leading platoon stands fast, the second platoon executes a column right and marches 12 paces past the right file of the leading platoon, then, on command of its platoon commander, executes a column left, and marches forward until its front rank is on line with the front rank of the leading platoon (now on its left), marks time 4-8 counts, and halts. Succeeding platoons march forward, executing a column right on the same ground as the leading platoon, then a column left, and finally marking time 4-8 counts and halting on line on
commands of their platoon commanders so as to be at 12-pace intervals. When all platoons are halted on line, the unit commander commands “Left, FACE.” All platoons execute a left face with each platoon commander moving by the most direct route to their post 6 paces front and center of the platoon, and each platoon guide takes post on the right of the front rank of each platoon; the company is then formed in column of platoons in line with 12-pace distances between platoons. The formation may be used for inspections and for the display of equipment.

b. Being on the march in column, to form column of platoons in line, the commands are “Column of Platoons in Line, Leading Platoon by the Left Flank, MARCH.” On the preparatory command, platoon commanders give the following supplementary commands:

1) The leading platoon commander commands “By the Left Flank;” the remaining platoon commanders command, “Continue to March.”

2) Simultaneously, on the preparatory command, all platoon commanders incline to the left from their posts in column and half step so as to be as near as possible to a position 6 paces from and centered on the left file of their platoons prior to the unit commander’s command of execution “MARCH.”

3) At that command, the leading platoon executes a left flank march, its guide moving abreast of the front rank as rapidly as possible; succeeding platoons continue the march forward and, on commands of their platoon commanders, execute a left flank on the same ground and in the same manner as the leading platoon. Each platoon commander, after executing a left flank march, marches at a position 6 paces front and center of the platoon, and the unit commander, guidon bearer, and unit staff march in positions. This formation may be used for passing in review during ceremonies, the unit marches in column of platoons in line, with the distance between each platoon equal to the length of each platoon plus 4 paces.

Figure 6-V-5. Column of Platoons in Line Formation
(Replace Weapons and Rifle with 1st platoon, 2nd platoon, etc.)
13. **Being in Column of Platoons in Line, To Form Column.**

a. Being halted at the order in a column of platoons in line, to form column, the company commander commands “**Right, FACE,**” at which time all platoons face to the right with platoon commanders and guides taking posts at the head of the left and right files respectively of their platoons. Next, the company commander orders “**Column of Threes (Fours, etc.), Left Platoon, Forward (Column Left), MARCH.**” Thereafter, commands and procedures for executing this movement are the same as prescribed for forming a column from a mass or extended mass formation from the halt in paragraph 11.

b. While in a column of platoons in line, to form column, the commands are:

1) “**Column of Threes (Fours, etc.), Leading Platoon, By the Right Flank, MARCH,**” or

2) “**Column of Threes (Fours, etc.), Leading Platoon by the Right Flank, Column Left, MARCH.**”

3) On the preparatory command, platoon commanders give the following supplementary commands: the lead platoon commander commands “**By the Right Flank (By the Right Flank, Column Left);**” remaining platoon commanders command, “**Continue to March.**” On the company commander’s command of execution “**MARCH,**” the leading platoon executes a right flank (right flank, column left). Succeeding platoons continue to March forward, each, on the command of its platoon commander, executing a right flank (right flank, column left) on the same ground as the leading platoon, then following in trace of the leading platoon in column at 4-pace distances. Officers, key noncommissioned officers, and the company guidon move by the most direct routes to their proper positions in column. (NOTE: In forming column from column of platoons in line at a halt or while marching, movements should always be made in the directions indicated above, otherwise platoons and squads become inverted.)

14. **Being in Column, to Form Column of Twos or Files and Reform.**

a. Being at a halt in column, to form column of twos (files), the company commander commands “**Column of Twos (Files) from the Right (Left), MARCH.**” On the preparatory command, platoon commanders and squad leaders give the following supplementary commands: leading platoon commander commands “**Column of Twos (Files) from the Right (Left),**” after which the squad leaders of the leading platoon give appropriate supplementary commands to form the movement required as prescribed in Section IV, paragraph 24; the remaining platoon commanders command “**STAND FAST.**” On the unit commander’s command of execution “**MARCH,**” the leading platoon marches forward in column of twos (files) as prescribed in platoon drill. Succeeding platoons march forward in column of twos (files) on the commands of their platoon commanders and squad leaders in the same manner as the leading platoon so as to follow the leading platoon in column at 4-pace distances.

b. Being at a halt in column of twos (files), to reform column (e.g., column of threes, etc.), the company commander commands “**Column of Threes (Fours, etc.) to the Left (Right), MARCH.**” On the preparatory command, the platoon commanders and squad leaders give the following supplementary commands: leading platoon commander commands “**Column of Threes (Fours, etc.) to the Left (Right),**” after which the squad leaders of the leading platoon give appropriate supplementary commands as prescribed in Section, paragraph 24; the remaining platoon commanders command “**STAND FAST.**” On the company commander’s command of execution “**MARCH,**” the leading platoon marches forward in column (of threes, etc.) as prescribed in platoon drill. Succeeding platoons march forward in column (of threes) on the commands of their platoon commanders and squad leaders in the same manner as the leading platoon so as to follow the leading platoon in column at 4-pace distances.
15. **Unit Awards Formation.**

a. The ceremonies that are normally conducted at the unit level are, but not limited to, the following:

1) Promotions

2) Awards

3) Reenlistments

4) Special Recognition

b. The unit formation normally used for unit ceremonies is the Unit in Line.

c. The unit first sergeant forms the company in line with those personnel to receive awards, promotions, etc., forming a single rank behind the last squad of the first platoon. (See figure 6-V 6.) They are arranged in reverse sequence of presentation priority, to ensure that they are presented to the unit commander in the appropriate sequence. (e.g., The junior award recipient would be first in line to march out.) The priority sequence will normally be:

1) Personal Awards.

2) Promotions.

3) Honorable Discharge.

4) Service & Achievement Awards.

5) Qualifications Award

6) Other certificates and awards.

\[\text{Figure 6-V-6. Placing of Award Recipients for the Ceremony}\]

d. The company is formed as depicted in paragraph 3. After the unit first sergeant receives the report from the platoon sergeants he/she faces about and waits for the unit commander to take the formation. The unit first sergeant executes a hand salute and reports the unit to the unit commander. The unit commander returns the salute, and commands **TAKE YOUR POST.**

1) At this command, rather than taking his/her normal post at the rear of the unit, the unit first sergeant will step off in the left oblique and march around the unit commander’s right, and
continuing to march until he/she has positioned himself/herself 1 pace to the left and 1 pace to the rear of the unit commander. (See figure 6-V-7.) Platoon commanders take their post centered on their platoons, platoon sergeants post as shown in figure 6-V-7 and the guidon bearer takes 3 paces forward.

2) The unit first sergeant will then command “Young Marines to Receive Awards (be Promoted, Discharged, etc.), Center, MARCH.”

a) On the command of “Center,” the Young Marines receiving awards execute a right face.

b) On the command “MARCH,” the award recipients will step off and continue to march until they have cleared the guide of the first platoon. The senior Young Marine receiving an award will then command “Column Left, MARCH.” (See figure 6-V-7.)

c) They will continue to march to a position that places them at a point half way between the line of platoon commanders and the unit commander. The senior Young Marine will then command “Column Left, MARCH.”

d) They will continue to march on this line until the rank of award recipients is centered on the unit commander, at which time the senior Young Marine will command “Mark Time, MARCH;” “Detail, HALT;” “Right, FACE;” and “Hand, SALUTE.” (See figure 6-V-7.)

3) After the unit commander has returned the salute, the senior Young Marine will then command “Ready, TWO.”

e. The unit first sergeant or narrator, if one is used, will then read the first citation or warrant. The unit commander and the unit first sergeant will then step off and march directly to the first Young Marine and halt, so the unit commander is directly in front. The unit first sergeant will pass the award or warrant to the unit commander who will then present it to the Marine. After the Marine receives his/her citation the unit commander and the unit first sergeant will face to the right as in marching, and march until the commander is in front of the next Young Marine, halt, and execute a left face. The unit first sergeant or narrator will read the next citation and the unit commander will present it. They will continue until the last award or citation is presented. They will then face to the right as in marching, and march in the most direct route to their original positions.

f. Once the unit commander and unit first sergeant are back in position, the unit first sergeant will then command “POST.” On the command “POST,” the senior Young Marine will command “Hand, SALUTE.” The entire detail will execute. After the unit commander returns the salute, the senior Young Marine commands “Ready, TWO” followed by “Left, FACE.”

g. The unit first sergeant then commands “Forward, MARCH.” On the command of execution “MARCH,” the award recipients under the command of the senior Young Marine will march forward until they are at a position past the platoon sergeant of the last platoon and command “Column Left, MARCH.” They will continue to march until they are 1 pace past the last rank of the last platoon, the senior Marine will then command “Column Left, MARCH.” They will continue to march to a position behind the last rank. The senior Marine will then command “Mark Time, MARCH;” “Detail, HALT;” “Left, FACE.” (See figure 6-V-7.)
h. This completes the ceremony. The company commander would then dismiss the company or carries out the plan of the day.

i. When promoting a number of Marines to the same grade, it is appropriate to read only one warrant, inserting all of the names of the Marines being promoted at the appropriate place. However, one warrant is read for each grade being promoted (e.g., one warrant read for the two sergeants, another warrant read for the five corporals, etc.) Additionally, for good conduct medals it is appropriate to read only on citation for all hands receiving the medal, reading the name and number of awards at the appropriate place for all Marines.
CHAPTER 6
SECTION VI: GUIDON MANUAL

1. General.

a. The guidon is a company or battery identification flag. It is carried on an 8-foot staff at ceremonies and at other times prescribed by the commander. (See figure 6-VI-1.)

b. In garrison, the guidon may be displayed at company headquarters between morning and evening colors, except during inclement weather and when carried in formation.

c. In selecting a guidon bearer, the company commander should choose an individual who is outstanding in bearing, appearance, and ability.

d. When acting as guidon bearer, the individual is considered under arms and does not have to carry a weapon. If a weapon is carried, it will be slung or holstered.

e. The guidon is brought to present guidon, parade rest, and order guidon with the unit.

f. When at route step or at ease march, the guidon may be carried in either hand.

g. When at order guidon, bring the guidon to carry on the preparatory command for marching in quick time.

h. When at order guidon, the guidon is brought to carry on the preparatory command for any facing or marching movement.

i. The guidon staff should be marked with two thumbtacks. The first tack marks the position of the guidon bearer's right thumb position at order guidon. The second thumbtack is placed 6 inches below the first tack to mark the guidon bearer's right thumb position at carry guidon.

j. The two grasps of the guidon are identified as the “V” grip and the strong grip. The staff is placed in the “V” formed by the thumb and fingers of the right hand. Thumb along the trouser seam with the fingers extended and joined. The strong grip is when the thumb is wrapped around the front of the staff with the fingers wrapped to the rear. (See figure 6-I-4, Chapter 6, Section I.)

1) The “V” grip is used at the order and when executing “Present Guidon” and during “Eyes Right/Left” and “Officers Center.”
2) The strong grip is used while on the march and facing movements.

2. **Order Guidon**. At order guidon, the ferrule rests on the deck touching the outside edge of the right shoe close to the little toe. The staff is grasped in the "V" grip with the right elbow close to the side so that the forearm helps to support the staff. The upper staff rests in the hollow of the right shoulder. The staff is vertical with the flat side of the spearhead facing front. The rest of the body is at attention. (See figure 6-VI-2.)

![Order Guidon](image)

Figure 6-VI-2. Order Guidon

3. **Carry Guidon**. This is the normal position of the guidon while marching at quick time. It is carried using the strong grip with the ferrule 6 inches above the deck and the flat side of the spearhead facing front. (See figure 6-VI-3.)

![Carry Guidon](image)

Figure 6-VI-3. Carry Guidon
4. **Double Time with the Guidon.** For marching at double time, on the preparatory command, bring the staff across the body with the spearhead to the left. The right hand grasps the same spot as at carry. The right forearm is level with the deck and the elbow against the body. Grip the staff with the left hand in front of the point where the neck and left shoulder join. The flat side of the spearhead should face front. (See figure 6-VI-4.)

5. **Carry Guidon from Order Guidon.** This movement is executed on the preparatory command for any movement that will require the guidon bearer's feet to be moved. Execution is begun on a preparatory command such as "**Forward,**" "**About,**" etc.

   a. On the preparatory command, reach across the body and grasp the staff with the left hand 2 inches above the right.

   b. Change the grasp to the strong grip, while raising the staff with the left hand until the ferrule is 6 inches above the deck. Hold the staff vertical with the right hand.

   c. Move the left hand smartly back to the side.

6. **Order Guidon from Carry Guidon.** This movement is executed without command at the completion of any movement that required the guidon bearer to come to carry guidon. If there are a series of movements, executed immediately one after the other, order guidon will not be executed until after the final one. Order guidon is executed in one count by allowing the staff to slip through the right hand until the lower ferrule rests on the deck, and change the grasp to the "V" grip.

7. **Present Guidon from Order or Carry Guidon.** From order or carry guidon, this movement is executed on command. During officers center, the movement is executed after halting, from the carry and without command. Since the right hand is 6 inches lower on the staff at carry than at order, the ferrule will extend farther to the rear when at present guidon from order than it will at present guidon from the carry.

   a. From order guidon, the command is "**Present, ARMS.**" It is executed in one count.

   b. On "**ARMS,**" lower the guidon straight to the front. The right arm is extended until the lower portion of the staff rests in the pit of the right arm and the entire staff is horizontal to the deck. As the staff is lowered rotate the staff to the right so that the sharp edge of the spearhead faces down. Hold the right elbow firmly against the body. (See figure 6-VI-5.)
c. From carry guidon the command is “Eyes, RIGHT (LEFT).” It is executed in the same manner as from order guidon except that the head and eyes are turned right (left) 45 degrees as the guidon is lowered. (See figure 6-VI-6.)


a. To return to order guidon, the command is “Order, ARMS.”

b. On the preparatory command “Order,” grasp the staff smartly and audibly with the left hand, palm up, at a point just forward of the right hand. (See figure 6-VI-7.) On “ARMS,” with the left hand, pull the guidon staff up and back to the vertical position of carry guidon, pivoting it on the right hand as it is lowered back to the right side. Then let the staff slide straight downward through the right hand until the lower ferrule rests on the deck, the left hand steadies the staff as it slides downward. Cut the left hand smartly back to its normal position at the left side. The flat side of the spearhead is back facing to the front.
c. To return to carry guidon the command is “Ready, FRONT.”

d. On the preparatory command “Ready,” grasp the staff smartly and audibly with the left hand, palm up, at a point just forward of the right hand. On “FRONT,” with the left hand, pull the guidon staff up and back to the vertical position of carry guidon, pivoting it on the right hand as it is lowered back to the right side. The flat side of the spearhead facing to the front. Cut the left hand back to the left side and turn the head and eyes smartly to the front.

9. Present Guidon from Carry Guidon at Officers Center. This movement is executed without command, upon halting at officers center during a parade. It is executed in one count as explained in paragraph 7.b. The movement will be executed on the fourth count after the command “Officers, HALT.”

10. Carry Guidon from Present Guidon at Officers Center. On the preparatory command “Ready,” grasp the staff with the left hand and on the command of execution “TWO” bring the staff back to the carry guidon position as described in paragraph 3.

11. Ready Guidon from Order or Carry Guidon. This movement is used as a signal for aiding troops in the execution of commands where hearing verbal commands is difficult. When directed by the unit commander, the guidon is brought to ready guidon on specified preparatory commands. Ready guidon may be used as a signal for the execution of any command except present arms and eyes right (left), at which times the guidon must render honors.

a. On the specified preparatory command, bring the left hand across the body to grasp the staff above right hand. Change the grasp of the right hand so that the staff is gripped from the rear. Then raise the right hand to shoulder height, causing the guidon to be raised approximately 3 feet. At the same time, change the grasp of the left hand from above the right hand to just above the lower ferrule. This is the position of ready guidon. (See figure 6-VI-8.)

b. On the command of execution, smartly lower the right hand and staff to the position of carry guidon. At the same time, return the left hand to a position above the right hand and steady the staff as the grasp of the right hand is changed. Return the left hand to the position of attention.

c. Ready guidon may also be executed without command during formation of a unit prior to march on for a review of parade. The guide executes it after the unit has been brought to attention (right shoulder arms if so armed) after the adjutant has commanded, “Sound, ATTENTION.” Ready guidon is used to signal the adjutant that the unit is ready for his next command.
12. **Guidon Salute from Carry or Order Guidon.**

   a. The command is “**Guidon (Rifle), SALUTE.**” This movement may be executed on command, when in formation, or individually if the guidon bearer is in route to or from a formation. It is executed in two counts.

   b. On “**SALUTE,**” move the left hand, palm down, smartly to a position approximately 18 inches above the right hand with the left arm parallel to the deck. Keep the thumb and fingers straight and together. Touch the staff with the first joint of the forefinger. Turn the head and eyes toward the person being saluted. (See figure 6-VI-9.)

   c. After the salute is returned, or the command “**Order (Ready), ARMS (TWO)**” is given move the left hand smartly back to the left side and look to the front.
13. Rests with the Guidon.

a. Parade Rest from Order Guidon.

1) The command is “Parade, REST.” It is executed in one count. It may be given only when halted at attention.

2) On the command of execution “REST,” slide the right hand up the staff to shoulder height. The staff remains in place and vertical. Without lost of motion, straighten the right arm so the staff of the guidon tilts forward at 30 degrees. The fingers and thumb of the right hand are wrapped around the staff. The ferrule remains in the same position as at order guidon. The flat side of the spearhead remains facing front. Place the left hand behind the back, just below the belt. Keep the fingers straight and touching. The palm is flat and facing the rear. At the same time, move the left foot smartly 12 inches to the left of the right foot. (See figure 6-VI-10b.)

b. At Ease from Any Position of the Guidon.

1) The command is “AT EASE.” It is executed in two counts. It may be given only when halted at attention.

2) On the command, and for count one, execute parade rest as described in paragraph 13.a.2).

3) On the second count, you may relax and, except for your right foot and ferrule, move about. Do not talk.

c. Rest from Any Position of the Guidon. The command is “REST.” It is executed in the same manner as at ease the only exceptions being that you may talk and hold the staff in either hand.

d. Fall Out from Order Guidon. The command is “FALL OUT.” It may be given only from order guidon. Upon the command, leave your position in ranks but remain nearby.
e. Order Guidon from Rest Positions.

1) From parade rest, at ease, and rest, the command is “**Platoon (Company or Battalion), ATTENTION.**” On the preparatory command, go to parade rest, if not already in that position. At the command “**ATTENTION,**” go smartly to order guidon.

2) From fall out, the command is “**FALL IN.**” Upon the command, go back to your position in formation and stand at attention at order guidon.
CHAPTER 6
SECTION VII: NATIONAL AND ORGANIZATIONAL FLAGS

1. General.

a. When flown from ships or crafts of the Navy or from a flagstaff at commands ashore, the national flag will be displayed per the provisions of U.S. Navy Regulations. The national flag is also called the “national ensign” or “ensign.”

b. Marine organizations are equipped with a national flag and an organizational flag. The organizational flag is an official flag that is authorized for display by an organization of the U.S. Marine Corps.

c. When mounted on a staff (pike) and carried by an individual on foot, or displayed or cased in a fixed location, the national flag is called the “national colors” and the organizational flag is called the “organizational colors.” The term “colors” means either or both the national colors and the organizational colors.

1) The use of the plural form of the word color (colors) to designate a single flag, ensign, standard, or pennant comes from the ancient tradition of referring to the multiple colors found on these types of standards. This tradition is carried on today when we refer to the national colors; red, white, and blue and the Marine Corps colors; scarlet and gold. The plural form is also used when referring to the types of movements, ceremonies or musical accompaniment involving the colors, i.e., carry colors, morning colors, “To the Colors” etc.

2) When designating personnel or units as part of color details then the appropriate singular or plural form of the word will be used, i.e., color guard, color company, etc.

d. When mounted on a vehicle, the national flag is called the “national standard” and the organizational flag is called the “organizational standard.” The term “standard” means the national standard only. The term “standards” means both the national standard and the organizational standard.

e. In garrison or on board ship, the colors of an organization, when not in use, are kept by the commanding officer. Whenever practicable, colors should be kept uncased and displayed in the office of the commanding officer, or other appropriate place. They may be cased, however, by placing them within a protective covering. Colors that are kept cased and not used often should be unfurled and aired frequently.

f. The colors (standards) may be carried in any formation in which a unit participates when two or more platoons participate. Unless otherwise directed for special ceremonies, the national colors will always be carried when the organizational colors are carried, but the national colors may be carried alone.

g. Uncased colors will be treated with dignity and formality. When moved while outdoors, they will be marched by a color guard. Whenever possible, they will be escorted by a color company (battalion) from the organizational headquarters to the place of the ceremony. If it becomes necessary to case or uncase the colors outdoors, it will be accomplished with proper ceremony as described in paragraph 4.e.

h. Whenever the colors are brought forward of the line of troops (e.g., trooping the colors, for retirements, awards, etc.) the command must present arms. If a band is present, then the appropriate music, e.g., “National Anthem,” “To the Colors,” or “Retreat” is played.

i. During training and rehearsals (except full dress rehearsals), colors will be cased.
j. Colors (standards) are never allowed to touch the deck.

k. Color guards do not fix bayonets.

l. The standard rifle used for the color guard is the youth drill team rifles. Drill rifles are not necessary for the color guard.

m. The use of gold fringe on the U.S. Flag is expressly forbidden for Young Marines organizations.

n. The U.S. Flag, when displayed or carried on a staff (pike) is adorned with a red, white, and blue rope and tassel. The organizational color is adorned with a scarlet and gold rope and tassel. However, once a unit has been awarded a streamer the rope and tassel is removed from the organizational color and a streamer attachment set added between the upper ferrule and the spearhead. Ropes and tassels are affixed to the top of the staff between the two ribs of the upper ferrule using a girth hitch knot. (See figure 7-5.)

o. The national and organizational colors are only destroyed when; they have become soiled beyond cleaning, and torn beyond repair.

p. National and organizational colors will only be carried on wooden flagstaffs issued by the National Headquarters.

2. Color Salutes.

   a. By the National Colors (Standard). The national colors (standard) render no salute per USC Title 4, Chapter 1, and Section 8.

   b. By the Organizational Colors. In military ceremonies, the organizational colors salutes while the "National Anthem," "To the Colors," "Retreat," or "Hail to the Chief" is being played, and when rendering honors to the organizational commander, individual of higher rank, or the dead, but in no other case. (See paragraph 5.)

   c. By the Organizational Standard. The organizational standard renders no salutes as it is mounted on a vehicle.

3. Hoisting, Lowering, and Folding the National Ensign.

   a. General.

      1) The ceremonial hoisting and lowering of the national ensign at 0800 and sunset, respectively.

      2) A detail consisting of a Junior Young Marine (JYM) and two Basic Young Marines (BYMs) will form the Color Detail who will hoist and lower the ensign.

      3) The unit commander or designate will see that the proper ensign (if available) is flown at the appropriate time and under all weather conditions. For different types of ensigns. (See figure 6-VII-1.) Any member of the guard who observes any hazard to the ensign, such as loosened halyards, fouling, etc., will immediately report them to the unit commander or designate.

   b. Positions of the Ensign. The ensign is flown from the peak or truck of the mast, except when flown at half-mast. The ensign at half-mast is flown, when possible, with the middle point of its hoist opposite the middle point of the mast. The middle point of a guyed mast is midway between the peak of the mast and the point of attachment of the guys. The middle point of a mast with a yardarm is midway between the peak of the mast and the yardarm. Technically, an ensign at any position other than at the peak of the mast is half-mast. Local conditions may require other positions. To half-mast the ensign, it is first hoisted to the peak and then lowered to the half-mast position.
c. Hoisting the Ensign. The detail (one JYM and two BYMs) assigned to hoist the ensign is formed in line at or near the organizational headquarters with the assigned JYM carrying the folded ensign in the center. The detail is then marched to the flagstaff, halted, and the ensign attached to the halyards. The two BYM, who take positions on opposite sides of the staff, faces it, so they will be able to hoist the ensign without fouling it, man the halyards. The flag should be clearly marked so that the blue field is raised first. Additionally, the ensign should be pulled sufficiently, prior to the beginning of colors, to insure the blue field is hoisted first. This action precludes the embarrassment of hoisting the ensign upside down. The JYM continues to hold the ensign until it is hoisted clear of his grasp to prevent it from touching the deck. When the ensign is clear, the JYM executes a hand salute. After the ensign is hoisted, the other members of the detail grasp the halyard in their left hand and execute a hand salute. On the last note of the "National Anthem" or "To the Colors," all members of the detail terminate their hand salutes. If the ensign is to be flown at half-mast, it is then lowered slowly to that position. (See figure 6-VII-2.) The halyards are then secured to the cleat of the mast. The detail is again formed, marched to the organizational headquarters, and dismissed.
d. Lowering the Ensign. The detail is formed at the organizational headquarters, marched to the flagstaff, and the halyards manned in the same manner as for hoisting the ensign. On the first note of the "National Anthem" or "Retreat," the ensign is slowly lowered. If at half-mast, it is first hoisted smartly to the peak on the first note of the music, and then slowly lowered. The JYM catches it at the last note of the music. The ensign is detached from the halyards and folded as prescribed below. The halyards are secured to the mast; the detail is formed and marched to the organizational headquarters, where the ensign is turned over to the unit commander or designate.

e. Replacing an Ensign Already Hoisted. There may be times when it is necessary to replace the ensign after morning colors but prior to evening colors. Some examples are, changing to a storm flag due to inclement weather; the ensign becomes fouled in the halyards; the ensign is raised upside down; etc.

1) If the flagstaff is double rigged, i.e., has two sets of halyards, the new ensign is hoisted to the peak or truck and then the ensign being replaced is slowly lowered, folded and returned to the organizational headquarters.

2) If the flagstaff has only one halyard, two color details are used to replace the ensign. The first color detail slowly lowers the ensign, and then quickly moves from the flagstaff to fold the old ensign. The second color detail, with the replacement ensign, then moves to the flagstaff and hoists the new ensign to the peak or truck. Both details salute as the replacement ensign is hoisted. Both color details then return to the guardhouse.

f. Folding the Ensign. The ensign is folded in half the long way so the crease parallels the red and white stripes. It is folded in half again so the new crease also parallels the red and white stripes with the blue field on the outside of the fold. The lower corner of the fly end (away from the blue field) is folded up to the top so the single (folded) edge lays perpendicular across the stripes. By repeatedly folding along the inboard edge of the triangle, the ensign is folded into the shape of a cocked hat. (See figure 6-VII-3.)
4. Salutes and Honors to the National Flag.

   a. General. Salutes to the national flag are rendered per USC Code Title 4, Chap. 1, and Section 9.

   b. By Individuals. Individuals in the Navy, when in uniform and covered will render the appropriate salute (hand, rifle, etc.) as indicated below. Persons not in uniform will stand at attention, face the flag and place the right hand over the heart. Gentlemen, if covered, remove their headdress with the right hand and hold it at the left shoulder, so that the right hand is over the heart.

   1) During morning colors and evening colors individuals stop and face the flagstaff, or in the direction of the music, when “Attention” is sounded. Salutes are rendered by individuals on the first note of the “National Anthem,” “To The Colors,” or “Retreat,” and terminated on the last note. Individuals would remain at attention facing the flagstaff/music until “Carry On” is sounded, and then continue about their duties.

   2) When being passed by or passing the national colors (standard) uncased.

   3) Small flags carried by individuals and flags flying from flagstaffs, either stands alone or affixed to a building, (except during morning and evening colors) are not saluted.
4) A folded flag being carried to morning colors, or from evening colors, by a color detail is considered cased and not saluted.

c. **By Persons in Formation.**

1) During morning colors and evening colors the formation commander stops the formation and causes it to face the flagstaff, or in the direction of the music, when “Attention” is sounded. The formation commander salutes for the formation on the first note of the “National Anthem,” “To The Colors,” or “Retreat,” and terminate the salute on the last note. The formation is kept at attention facing the flagstaff/music until “Carry On” is sounded at which time the formation commander would move the formation to its destination or dismiss the formation.

2) When being passed by or passing the national colors (standard) uncased, persons in formation are brought to attention and order arms if halted, or attention if marching. The formation commander shall render the salute for his unit, facing the colors if the formation is halted. Persons in formation participating in a ceremony shall, on command, follow the procedure prescribed for the ceremony.

3) Small flags carried by individuals and flags flying from flagstaffs, either stands alone or affixed to a building, (except during morning and evening colors) are not saluted.

4) A folded flag being carried to morning colors, or from evening colors, by a color detail is considered cased and not saluted.

d. **By Occupants of Vehicles.** During morning colors or evening colors or when being passed by or passing an uncased national colors, all vehicles in motion will be brought to a halt. Persons riding in such vehicles shall remain seated at attention until colors are over or the color has passed.
CHAPTER 6
SECTION VIII: YOUNG MARINE COLOR GUARD

1. Composition of the Color Guard.

a. The standard Young Marine color guard consists of four individuals of approximately equal height. Two Basic Young Marines (BYMs) are the color bearers and two Junior Young Marines (JYMs) are the color guards. The senior BYM carries the national colors and the junior BYM carries the organizational colors which is always on the left of the national colors. (See figure 6 VIII-4a.) If a female is part of the color guard she wears trousers, and not a skirt, for uniformity. The color bearers should not wear medals or ribbons and badges because the slings will destroy them. Slings are adjusted so that the colors are the same height when at the carry or, if this isn't possible, the national colors are slightly higher than the organizational colors. If necessary, have the color bearer of the national colors slightly taller than the organizational color bearer. When only the national colors is carried, the color guard will include only one color bearer.

b. Color guards carrying the Navy and Marine Corps service colors will consist of five members, three Young Marines and two Navy members (Young Marines may substitute for Navy members). The national color bearer and Color Sergeant will be a Young Marine. (See figure 6-VIII-4b.)

c. A Joint Armed Forces Color Guard will consist of eight members; three Army, two Young Marines, one Navy, one Air Force, and one Coast Guard. The national color bearer and commander of a joint color guard will be a soldier. Young Marines may substitute for any service member, if they are not available. The respective service colors are aligned to the left of the national colors per figure 6-VIII-4c.

d. Massed colors are when a regimental or larger unit commander desires to have all of that command's subordinate colors in the color guard. The first rank of massed colors consists of the two riflemen, the national colors and the colors of the senior unit present. This is the senior color guard. The remainder of the organizational colors form ranks of four behind the first rank, by seniority, from the color guards right to left. (See figure 6-VIII-4d.) Odd numbered colors are placed by seniority, and are filled in from right to left. (See figure 6-VIII-4d.) During parades and ceremonies when the colors are brought forward, only the first rank, senior color guard, marches forward. If colors are to be trooped, the senior color guard only is trooped. The remainder of the massed colors marches on with the unit to their position in the line of troops, leaving space for the senior color guard.

e. The national colors of foreign countries will not be carried by the same color guard carrying the United States colors. When necessary, a separate color guard, consisting of one JYM and two BYMs, will be formed to carry foreign colors.

f. The flags or banners of non-U.S. military organizations (e.g., Boy Scouts, Kiwanis Club, etc.) are welcomed to be a part of the Young Marine Guard as long as it is not part of the Joint Armed Forces Color Guard.

g. Color guards armed with rifles will be trained to execute a modified rifle manual. This involves pauses on the part of one or the other riflemen so that the rifles move to and from the right and left shoulders at the same time, as described in paragraph 6.

h. The color guard is formed and marches in one rank at close interval with the color bearers in the center. While marching, members of the color guard do not swing their free arms. The color guard does not execute to the rear march, about face, or flanking movements. When the unit to which the color guard is attached executes any such commands, the Color Sergeant orders a movement appropriate for the color guard.
i. The color bearers are unarmed, but the color guards may carry rifles (except when inside a chapel). When participating in a ceremony inside a chapel, the color guard will be unarmed and uncovered.

![Diagram of color guard composition]

a. Young Marine Color Guard
b. Joint Young Marine Color Guard

c. Joint Armed Services Color Guard
d. Placement of Odd Numbered Colors in a Massed Color Guard

Figure 6-VIII-4. Color Guard Composition

j. All colors carried by the color guard are attached to staffs of equal height. The standard color staff consists of hardwood pole capped at each end by metal ferrules. A metal spearhead screws into the top of the staff and a streamer attachment device may also be affixed to display an organization's award streamers. (See figure 6-VIII-5.) Streamers are placed with the senior streamer at the front of the staff. Subsequent streamers are then placed clockwise, around the staff, as symmetrically as possible.

![Diagram of girth hitch]

Figure 6-VIII-5. The Color Staff
2. **Synchronizing the Manual of Arms for the Color Guards armed with Rifles.**

a. The manual of arms for color guards armed with rifles must be synchronized so that the rifles move (e.g., off of or to the shoulder) at the same time. Since the left rifleman is at left shoulder arms and the right rifleman is at right shoulder arms, moving to and from the right/left shoulder to the order, present or back the shoulder often involves different “counts” in the movement for each rifleman. To get the rifles moving together one or the other of the riflemen will have to do an occasional pause in the manual of arms so the other rifleman may catch up. When executing the rifle manual, both riflemen will wait for the Color Sergeants command of “**Ready, CUT**” before executing the final count of the movement.

1) **Order Colors to Carry Colors.** The command is “**Carry, COLORS.**” This is a four-count movement for both riflemen. The right rifleman goes to right shoulder arms and the left rifleman goes to the left shoulder arms.

2) **Carry Colors to Order Colors.** The command is “**Order, COLORS.**” This is a four-count movement for the right rifleman and a five-count movement for the left rifleman. In order to have the rifles moved to the order together, the “counts” are modified as follows: (See figure 6-VIII-6.)

![Figure 6-VIII-6. Carry Colors to Order Colors](image-url)
3) **Order Colors to Present Colors.** The command is **"Present, COLORS."** This is a two-count movement for both riflemen, with both executing present arms with the rifle.

4) **Present Colors to Order Colors.** The command is **"Order, COLORS."** This is a three-count movement for both riflemen, with both executing order arms with the rifle.

5) **Carry Colors to Present Colors.** The command is **"Present, COLORS."** This is a three-count movement for both riflemen; however, it becomes a four-count movement to synchronize the rifles being brought from the left and right shoulder to present arms. (See figure 6-VIII-7.)
a. Start

Right Rifle
Stands Fast.

b. Count One

Left Rifle
Re-grasps the Small
Of the Stock.

c. Count Two

Both Rifles Moved From the Shoulder

d. Count Three

Right Rifle
Re-grasps the Small
Of the Stock.

Left Rifle
Stands Fast.

Figure 6-VIII-7. Carry Colors to Present Colors

6 - IIIV-5

(Revised 5/2011)
6) Present Colors to Carry Colors. The command may be “Carry, COLORS” or “Shoulder, ARMS.” This is a three-count movement for the left rifleman and a four-count movement for the right rifleman to return the weapons to the left and right shoulder from present arms. (See figure 6-VIII-8.)

a. Order Colors.

1) At order colors, the lower ferrule rests on the deck touching the outside edge of the right shoe. The staff is gripped in a strong grip with the thumb wrapped around the front of the staff with the fingers wrapped to the rear. The right elbow is held close to the side so the forearm will help support the staff. The upper staff rests in the hollow of the right shoulder. The staff is vertical with the flat side of the spearhead facing front. The color bearer is at attention. (See Figure 6-VIII-9.)
2) Color guards armed with rifles are at order arms when the colors are at the order.

4. **Carry Colors from Order Colors.**

   a. When changing from order colors to carry colors, the command is **“Carry, COLORS.”**

   b. At the Command **“Carry,”** change the grip on the staff to the “V” grip so as to grip it from the rear between the thumb and fingers of the right hand with the fingers around the staff.

   c. At the command **“COLORS,”** raise the staff smartly with the right hand to a point where the lower ferrule is just above the sling socket. While raising it, keep the staff vertical. Grasp the staff at the lower ferrule with the left hand to steady it and align it with the sling socket. Do not look down. **NOTE:** All organizational colors will be raised to the carry with the national colors.

   d. Seat the lower ferrule in the sling socket. As the ferrule is seated, permit the right hand to slide down the staff to a position directly in front of the color bearer's chin. (See figure 6-VIII-10a.)

   e. Color guards armed with rifles execute right and left shoulder arms at the command **“COLORS”** so that the rifles are on the outboard shoulders as described in paragraph 2.

   f. All members of the color guard will halt their movements before executing the last count. (See figure 6-VIII-10b.) On the Color Sergeants command **“Ready, CUT,”** all members will move their free hands smartly to their sides. (See figure 6-VIII-10c.) If the color staffs need additional support due to high winds, the color bearers will grip the staff with their left hands just below their right.
5. **Order Colors from Carry Colors.**

a. When changing from carry colors to order colors, the command is *“Order, COLORS (ARMS).”* Execution is begun on the preparatory command.

b. At the command *“Order,”* grip the staff with the left hand above the ferrule and remove the staff from the sling socket. The staff moves to the right side of the body with the ferrule just forward of the sling socket. (See figure 6-VIII-11a.)

c. At the command *“COLORS,”* lower the staff to a point approximately 2 inches above the deck along the outside edge of the right shoe; release the staff with the left hand and re-grip it above the right hand. (See figure 6-VIII-11b.)

d. Relax both hands so the staff will slide down until the ferrule rests on the deck. Then trim or strip the colors by maintaining a grip on the staff with the left hand and raising the right hand to lightly grasp the fabric of the colors. Pull it down along the staff (do not attempt to throw or tuck it) and re-grip the staff with the right hand, with the fabric under the right arm. (See figures 6-VIII-11c and d.) Then change the position of the right hand to that described for order colors.

e. Color guards armed with rifles will execute order arms from right and left shoulder as described in paragraph 6.a. 1). All members of the color guard will halt their movements before executing the last count. The Color Sergeant will then command *“Ready, CUT,”* at which time all members of the color guard will return their left hands smartly to their sides and color guards will assume order arms. (See figure 6-VIII-11e.)

a. To change from order colors to present colors the command is “Present, COLORS (ARMS).” Execution is begun on the preparatory command.

b. At the command “Present,” change the grip on the staff in the same manner as for carry colors. The national color bearer executes the movement to carry colors.

c. At the command “COLORS,” organizational color bearer executes the movement to carry colors. The color guards execute present arms. (See figure 6-VIII-12.)

d. On the Color Sergeants command “Ready, CUT,” only the color bearers will move their left hands smartly to their sides.
7. **Salutes by the Organizational Colors.**

   a. Once the color guard is at present colors, and when appropriate, the organizational color bearer will render a salute with the organizational colors by straightening the right arm and lowering the staff naturally to the front. The staff will rotate naturally as it goes forward causing the sharp edge of the spearhead to face down. (See figure 6-VIII-13.)

   b. Salutes by the organizational colors are not automatic when presenting colors. They will be rendered only during honors to national colors, to the commander of the organization represented by the colors or to an individual senior in rank to the organizational commander. (e.g., during a parade or review when the adjutant presents the command to the commander of troops, the organizational colors do not salute, unless the commander of troops is the organizational commander or of higher rank.)

   c. When musical honors are played, the organizational colors will salute on the first note of music. The colors will be returned to the vertical position following the last note of music or the last volley of a gun salute. If no music is to be played and a color salute is appropriate, the organizational colors will salute immediately after the color guard has gone to present colors.

   d. When marching, the salute is rendered when 6 paces from the reviewing stand or person to be saluted. Carry colors is resumed when 6 paces beyond the reviewing stand or person to be saluted.
8. Order Colors from Present Colors.

a. When changing from present colors to order colors, the command is “Order, COLORS (ARMS).”

b. At the command “Order,” if the organizational colors are still saluting, it will be brought back to the vertical position with the flat side of the spearhead facing the front. The color bearers then grip the staff with the left hand above the ferrule and remove the staff from the sling socket. The staff remains centered on the body with the ferrule just forward of the sling socket. (See figure 6 VIII-11a.)

c. At the command “COLORS,” all colors are brought to the position of order colors. Color guards execute order arms from the shoulder as described in paragraph 2.a.1). Colors are trimmed, if necessary, and the command “Ready, CUT” is given in the same manner as for order colors from carry colors.


a. To change from carry colors to present colors, the command is “Present, COLORS ARMS).”

b. At the command of execution “COLORS,” the color guards execute present from the shoulder as described in paragraph 2.a.4).

c. The national color bearer remains at carry colors.

d. The organizational color will salute if appropriate.

10. Carry Colors from Present Colors.

a. To change from present colors to carry colors, the command is “Carry, COLORS.”
b. At the command “Carry,” if the organizational colors are saluting, it will be brought back to the vertical position with the flat side of the spearhead facing the front.

c. At the command “COLORS,” color guards return to the shoulder as described in paragraph 1.a. 6). Before executing the last count, the color guards will await the Color Sergeants command “Ready, CUT.”

11. Rest with the Colors.

a. The color guard assumes the parade rest position in lieu of at ease or rest. At ease or rest are not used by the color guard when carrying uncased colors. Only the Color Sergeant or person in charge of a formation with which colors are posted gives the command from the position of order color. It is executed in one count.

b. At the command “Parade, REST;” “AT EASE;” or “REST,” all members of the color guard execute parade rest. The color staff will remain along the color bearer’s side and will not be thrust forward as with a guidon staff. (See figure 6-VIII-14.) The national and organizational colors bearers will grasp the sling socket with their left hand.

12. Eyes Right (Left) from Carry or Order Colors.

a. The command is “Eyes, RIGHT (LEFT).” It will be given only when marching at carry colors or while halted at order colors.

b. When marching at carry color, at the command “RIGHT,” all members of the color guard except the national color bearer and the individual on the right turn their head and look 45 degrees to the right. When the reviewing officer of a parade is entitled to a salute by the organizational colors, the salute is executed at the command “RIGHT.” (See figure 6-VIII-15b.)

c. When marching at carry color, at the command “LEFT,” all members of the color guard except the national color bearer and the individual on the extreme left turn their head and look 45 degrees to the left. When the reviewing officer of a parade is entitled to a salute by the organizational colors, the salute is executed at the command “LEFT.”
d. When halted at order color, at the command “RIGHT,” all members of the color guard except the national color bearer turn their head and look 45 degrees to the right. (See figure 6-VIII-15a.) The organizational color cannot salute from order color.

e. When halted at order color, at the command “LEFT,” all members of the color guard except the national color bearer turn their head and look 45 degrees to the left. The organizational color cannot salute from order color.

13. Carry or Order Colors from Eyes Right (Left).

a. The command is “Ready, FRONT.”

b. When marching at carry colors, at the Color Sergeants command “Ready,” if the organizational colors saluted, it resumes to the carry. At the command “FRONT,” all members of the color guard who executed eyes right (left) will return their head and eyes smartly to the front.

c. When at order colors during a review when the reviewing officer troops the line, ready front will not be given after eyes right. During such a ceremony, members of the color guard who executed eyes right, will follow the reviewing officer with their eyes, turning their heads back toward the front as he passes by. Once the reviewing officer is directly in front of them, all movement of the head and eyes is halted.

14. Trail Arms with the Colors.

a. When performing indoor ceremonies in a location that the doors, ceilings, etc. are not high enough to carry colors in the normal manner, the colors would be carried at the trail.
b. Trail arms is assumed without command on any command that will cause the color guard to move. (e.g., “Forward, MARCH;” “Right Turn, MARCH;” etc.)

c. Color bearers, on the preparatory command, raise the staff 6 inches off the deck. Color guards assume trail arms. (See figure 6-VIII-16.)

d. On the command of execution, step off and move a short distance until given the command to halt. NOTE: If necessary to lower the colors to clear a doorway reach across the body with the left hand and grasp the colors. Left forearm is straight and parallel to the deck, with the palm to the rear. All colors are tilted forward sufficiently to clear the door or ceiling spearhead flat to the front.

e. When the command to halt is given the color bearers return the colors to the order and move the left arm back to the left side. Color guards armed with rifles return to the order.

Figure 6-VIII-16. Marching at Trail Colors.

15. **Movements of the Color Guard.**

a. **Face the Color Guard to the Right (Left).**

1) The command is “**Right (Left) Turn, MARCH.**” It may be executed while halted, marking time, or marching.

2) On the command “**MARCH,**” with the right (left) flank color guard acting as a stationary pivot, the color guard turns to the right (left) while half stepping until they face the new direction. When making the turn, all members of the color guard face the same direction maintaining their alignment. (See figure 6-VIII-17.) Upon completion of the turn, the color guard will be marking time. The Color Sergeant must immediately give the next appropriate command, such as “**Forward, MARCH**” or “**Colors, HALT.**”
16. Face the Color Guard to the Rear.

a. 1. The command is “Countermarch, MARCH.” It may be executed while halted, marking time, or marching. When marking time or marching, the command of execution “MARCH” is given as the left foot strikes the deck. On the command of execution, the entire color guard takes one step forward with the right foot and executes the movement. (See figure 6-VIII-18.)

b. The national color bearer pivots to the left, moving into the position formerly occupied by the organizational color bearer, facing the new direction of march and begins marking time.

c. The organizational color bearer takes one half step forward, pivots to the right outside the national color bearer, moving into the position formerly occupied by the national color bearer, facing the new direction of march and begins marking time.

d. The right color guard takes two half-steps forward, pivots to the left, outside the organizational color bearer, moving into the position formerly occupied by the left color guard, facing the new direction of march and begins marking time.

e. The left color guard takes three half-steps forward, pivots to the right outside the right color guard, moving into the position formerly occupied by the right color guard, facing the new direction of march and begins marking time.

f. Upon completion of this movement, the entire color guard marks time until it is halted or until it receives the command “Forward, MARCH” or “Colors, HALT.”
17. **Movements Utilized by Joint Color Guards (JCG)**. JCGs use two basic movements to turn the color guard 90 or 180 degrees. These are the “**Right (Left) Wheel, MARCH**” and the “**Left About, MARCH**.”

18. **Right (Left) Wheel**. This movement is used to turn the JCG 90 degrees right or left and may be executed either from the halt, mark time, or quick time. In JCGs with an even number of members, the pivot point will be between the two, center color bearers. In JCGs with an odd number of members, the pivot point will be the spot occupied by the center color bearer.

   a. On the command of execution “**MARCH**,” the JCG will start marking time. At the same time, they will begin to turn slowly to the right/left while maintaining their alignment. For “**Right Wheel**,” those to right of the pivot back step and those to the left half step until facing the new direction. This procedure is reversed for “**Left Wheel**.”

   b. Once facing the new direction of march (90 degrees), the JCG will either halt or step off in the new direction, depending on commands by the Color Sergeant.

19. **Left About**. This movement is used to turn the JCG 180 degrees, and it may also be executed while halted, marking time, or quick time. On the command of execution “**MARCH**” it is executed in the same manner as above. The only exceptions are the pivot point; the degree of turn and it is only executed to the left.
20. **Color Guard Protocol.** The primary mission of the color guard is to ensure that the national colors is handled and displayed with the utmost care and respect. Upon receiving or uncasing the national colors, the color guard assumes a ceremonial posture; meaning that all movement will be by marching at attention and the most relaxed halted position will be parade rest.

21. **Receiving the Colors by the Color Guard.** The color guard will use the following procedure in receiving the colors: (See figure 6-VIII-21.)

   a. The color guard forms and marches to the place designated for receiving the colors.

   b. The color guard is halted 3 paces from the adjutant and sergeant major that have taken appropriate positions for the delivery of the colors to the guard.

   c. The Color Sergeant commands the color guard to “Order, ARMS.”

   d. When the adjutant is ready to deliver the colors, the Color Sergeant orders “Present, ARMS.” At this command, the color bearers execute a hand salute, the color guards present arms.

   e. The adjutant steps to the left oblique and transfers the national colors to the senior color bearer, who terminates salute in time to receive it at the position of carry colors. The adjutant then steps back and salutes.

   f. Upon the adjutant’s salute, the sergeant major, steps to the right oblique and transfers the organizational colors to the junior color bearer, who terminates salute in time to receive it at the position of carry colors. The senior enlisted then steps back and salutes.

   g. When the senior enlisted salutes, the Color Sergeant commands “Order, ARMS.” The adjutant and senior enlisted terminate their salutes at the command of “ARMS” and march off.

   h. The Color Sergeant then marches the color guard to the color unit (battalion).
22. Receiving the Colors by the Color Unit. Prior to forming for a ceremony in which the colors are to participate, the colors are received by the color company (battalion) by means of the following ceremony: (See figure 6-VIII-22.)

a. The unit (battalion) is formed with its commander facing front.

b. The color guard approaches and halts 10 paces in front of and facing the company (battalion) commander remaining at the carry.

c. The unit (battalion) commander faces about, towards the unit, and orders “Present, ARMS.” The color guard executes present arms on the unit (battalion) commander’s command. The organizational colors salutes, if appropriate. The unit (battalion) commander faces about again and salutes the colors.

d. The unit (battalion) commander terminates salute, faces about, and commands “Order, ARMS.” The color guard returns to the carry.

e. The unit (battalion) commander faces about and orders the color guard to “POST THE COLORS.” When the color unit (battalion) is in line or mass, the color guard is posted 6 paces to the left of the unit (battalion). When the unit (battalion) is in column, the color guard is posted 6 paces behind.

f. When the color unit (battalion) joins the formation, the color guard takes its appropriate post centered in the formation.

g. When in formation, the color guard executes parade rest when the color unit (battalion) executes at ease or rest. The color guard will respond to all commands from the commander of troops or the commander of the color unit (battalion) except when required by its unique movements to act independently.
23. **Dismissing the Color Guard.** In dismissing the color guard at the conclusion of a drill or ceremony, the procedure is as follows: (See figure 6-VIII-22.)

   a. The guard marches from its post and halts 10 paces in front of and facing the unit (battalion) commander, halts and remains at the carry.

   b. The unit (battalion) then executes present arms in the same manner described for receiving the colors, after which the color guard marches the colors to the quarters or office of the organizational commander.

   c. The color guard is received by and dismissed from organizations smaller than a company (e.g., funeral escort) in a similar manner.

24. **Returning the Colors by the Color Guard.** The color guard will use the following procedure when parting with the colors: (See figure 6-VIII-21.)

   a. The Color Sergeant halts the guard 3 paces in front of the adjutant and senior enlisted who have taken positions near the office or quarters of the organization in time to receive the colors. The guard remains at carry colors.

   b. When the color guard halts, the adjutant and senior enlisted salute. The Senior Enlisted, then terminates the salute and steps to the right oblique, receives the organizational colors from the junior color bearer, and then steps back.

   c. The adjutant then terminates the salute and steps to the left oblique, receives the national colors from the senior color bearer, and then steps back.

   d. The Color Sergeant then commands "Present, ARMS." The color guards execute present arms, the color bearers hand salute. The adjutant faces about and the senior enlisted passes behind him to a position on the left. They then march into the office or quarters of the commanding officer where the colors are placed without further ceremony.

   e. When the colors are out of sight or 6 paces away, the Color Sergeant commands "Order, ARMS," and dismisses the guard or marches them back to their unit.

25. **Casing and Uncasing the Colors.**

   a. While it is not a precision movement, casing and uncasing the colors should be accomplished with appropriate dignity and ceremony.

   b. To uncase the colors, the color guard will be formed at carry colors. The supernumerary or other designated individual(s) will center on the color guard. First the national color bearer and then the organizational color bearer will lower their staffs so that the cases may be removed. The individual(s) removing the cases will then step back and salute the national colors before retiring. (See figure 6-VIII-23a.)

   c. To case the colors, the color guard will be formed at carry colors. The individual(s) with the cases will center on the color guard and salute the national colors. The organizational color bearer followed by the national color bearer will lower their staffs so that their colors may be furled and cased. Rather than wrapping the colors around the staff, the colors should be folded on top of the staffs and held until the cases are slipped on. The rope and tassel and streamers, if any, are kept clear until the colors are folded onto the staff, and then are placed as flat as possible, on the colors. This may require two persons to accomplish. (See figure 6-VIII-23b.) Care should be taken to ensure that color cases fit easily over the colors. Cases constructed with too narrow of a diameter cause undue wrinkling and may even damage the colors.
26. Trooping the Colors.

   a. When it is desired to highlight the unit colors and have them formally received by the entire battalion (or regiment) while forming for a review, parade, or any other ceremony, the ceremony for trooping the colors may be conducted. It is particularly appropriate to include trooping the colors as a part of ceremonies conducted to coincide with an important event in the unit's history. However, if the colors are to be brought forward for a retirement, promotion, awards or other similar type ceremony the colors should not, but may, be trooped since this would cause the command to present arms to the colors twice. (Once when the colors are trooped and once when they are brought forward for the awards or other ceremony)

   b. Procedures for Trooping the Colors.

      1) After forming at “Assembly,” the color guard receives the battalion (regimental) colors as prescribed in paragraph 21. The color company may also receive the color guard per paragraph 22, or the color guard may take its position on the battalion (regimental) parade deck independently. In the former case, coincidental with “Adjutant's Call,” the color guard initially marches on with the color company then breaks out of formation so as to take post on the left flank of the line of troops. In the latter case, the color guard marches independently on the parade ground and takes post on the left flank of the line of troops at “Adjutant's Call,” or prior to “Adjutant's Call,” as appropriate. (See figure 6-VIII-24.) Regardless, after taking post on the left flank, the color guard goes to order colors.
2) The troops form at “Adjutant’s Call” according to the commands and procedures prescribed for forming a battalion (regiment) for ceremonies, up to the point where the units complete dressing to the right, the guides are posted (if units marched on). Then, the adjutant facing the command and posted midway between the line of unit (battalion) commanders and the battalion (regimental) commander, commands “MARCH ON THE COLORS.” The band plays appropriate music while the color guard, coming to the carry, marches from its position on the left flank, across the front of the battalion (regiment) along a line parallel to the line of troops and midway between the adjutant and line of unit (battalion) commanders. Unit (Battalion) commanders and the unit guide (battalion staff) salute the colors as they pass their front. Those unit (battalion) commanders who are not passed by the colors will not salute. On reaching a point in front of the adjutant, the color guard executes a left turn to face the adjutant and halts, remaining at the carry. The adjutant then commands “Present, ARMS” and salutes the colors. The unit presents arms. The color guard executes present arms from the carry. The band plays either “To the Colors” or the “National Anthem.” The battalion (regimental) commander and staff to salute on the first note of the music and terminate the salute on the last note. After completion of the music, the adjutant commands “Order, ARMS.” The color guard returns to carry color on the command “Order, ARMS.”

3) After the color guard is in position on the left of the color unit (battalion), the parade or ceremony could proceed as prescribed in the appropriate chapter of this Manual.

27. Indoor Ceremonies Involving Color Guards.

a. On occasion color guards will be required for indoor ceremonies, military or civilian. Normally an indoor ceremony consists of marching on the colors, the “National Anthem,” (or pledge of allegiance), posting the colors and retiring the colors. Close coordination with the master of ceremonies, and an on-site rehearsal (if possible) are needed to preclude confusion and misunderstandings during the ceremony.
b. The Normal Sequence of Events is as Follow.

1) The master of ceremonies asks the guests to please rise for the march on the colors and to remain standing for the “National Anthem” and the posting of the colors.

2) The color guard marches in from the designated entry and moves to its position, and does a right (left) turn or countermarch to face the audience and remains at the carry. The Color Sergeant then gives the command “Present, COLORS.” The color guard executes. After the “National Anthem” is played the Color Sergeant gives the command “Carry, COLORS.” The Color Sergeant would then give the commands necessary to move the color guard to 3 paces in front of where the colors are to be posted, halts and gives the command to “Order, COLORS.” Once the color guard is at the order, the organizational color bearer then steps to the right oblique and places the organizational colors in the stand. Once the organizational color bearer is back in position the national color bearer steps to the left oblique and places the national colors into the stand. (See figure 6-VIII-25.) When the national color bearer is back in position the Color Sergeant commands “Present, ARMS.” The riflemen execute present arms and the color bearers execute a hand salute. The Color Sergeant then commands “Order, ARMS,” “Shoulder, ARMS;” and then using whatever commands necessary, marches the color guard from the auditorium.

![Graphical representation of the sequence of events](image_url)

Figure 6-VIII-25. Posting and Retrieving the Colors Indoors.

c. When it is time to retire the colors, the color guard assumes its position to re-enter the auditorium for that part of the ceremony.

1) The master of ceremonies would than ask for the guests to rise for the entering of the colors.

2) The color guard marches to a position 3 paces in front of where the colors are posted, halts and goes to the order. (See figure 6-VIII-25.) The Color Sergeant then commands “Present, ARMS,” the riflemen execute present arms and the color bearers execute a hand salute. The Color Sergeant then commands “Order, ARMS.” The color guard goes to the order. The national color bearer then steps to the left oblique and retrieves the national colors. When the national color bearer is back in position the organizational color bearer steps to the right oblique and retrieves the organizational colors. When the organizational color bearer is back in position the Color Sergeant commands, “Carry, COLORS” and then, using whatever commands necessary, marches the color guard from the auditorium.
d. When performing and indoor ceremony, oddities will be encountered that will necessitate some adjustments by the color guard. Some examples are:

1) If performing in a house of worship, covers are not worn and weapons are not carried. Those portions of the ceremony requiring present arms are deleted and the riflemen may be omitted.

2) The ceiling may be too low to carry colors; march in at the trail.

3) The aisles may be too narrow for a color guard to march in normal formation. The color guard would then march in by two's (See figure 6-VIII-26) or in column of ones. (See figure 6-VIII-27.) If marching in by twos then the color bearers lead and the riflemen follow. Upon reaching the spot for presenting the colors, the riflemen would step into their normal position. If marching in a column of ones the order of march is ALWAYS, right color guard, national color bearer, organizational color bearer, and left color guard. When reaching their spot the color guard would reform. Make sure the colors don't reform inverted.

Figure 6-VIII-26. Marching in Column of Twos and Reform

Figure 6-VIII-27. March in Column of Ones and Reform
4) The flag stands you will be posting the colors into may be on different sides of the stage. If this occurs, the recommended sequence is:

a) Execute the ceremony as discussed earlier.

b) After the “National Anthem” the colors countermarch and halt facing the new direction. The Color Sergeant would command post the colors. The national color bearer and right rifleman step off to the left oblique and move to the flag stand and mark time. The right rifleman positions himself so as to be outboard of the national colors. After the national color bearer and right rifleman have cleared, the organizational color bearer and left rifleman step off in the right oblique and move to the flag stand and mark time. The left rifleman positions himself so as to be outboard of the organizational colors. (See figure 6-VIII-28.) Once both colors are in position the Color Sergeant commands “Colors, HALT,” and “Order, COLORS.” The organizational colors is placed in the flag stand, then the national colors is placed in the flag stand. The Color Sergeant then commands “Present, ARMS.” The riflemen execute present arms and the color bearers execute a hand salute. The Color Sergeant then commands “Order, ARMS;” “Center, FACE;” and “Forward, MARCH.” The riflemen march at trail arms. The color guard moves to the center of the stage and marks time, slowly turning left or right towards the audience. The Color Sergeant then commands, “Colors, Halt;” “Shoulder, ARMS;” and then marches the color guard from the auditorium.

c) To retire the colors from separated flagpoles, the detail is marched into position facing the colors and halts. The Color Sergeant then commands “Present, ARMS.” The color guard riflemen execute present arms and the color bearers execute a hand salute. The Color Sergeant then commands “Shoulder, ARMS.” The riflemen return to the shoulder. The national color bearer and right rifleman then step off to the left oblique and move to the flag stand and mark time. The right rifleman positions himself so as to be outboard of the national colors. After the national color bearer and right rifleman have cleared, the organizational color bearer and left rifleman step off in the right oblique and move to the flag stand and mark time. The left rifleman positions himself so as to be
outboard of the organizational colors. (See figure 6-VIII-25.) Once all are in position the Color Sergeant commands “Colors, HALT,” and “Order, ARMS.” The senior color bearer then retrieves the national colors. The organizational color bearer then retrieves the organizational colors. The Color Sergeant then commands “Center, FACE,” and “Forward, MARCH.” The color guard, at trail arms, moves to the center of the stage and marks time, slowly turning left or right towards the audience. The Color Sergeant then commands “Colors, HALT;” “Carry, COLORS;” and then marches the color guard from the auditorium.

5) The rule of thumb for all unusual situations not covered by this chapter is to perform in a military manner. However, never do something that would embarrass the Young Marines.
CHAPTER 7
SECTION I: LOCAL SCHOOL ACCREDITATION

This document outlines the procedure for getting local Junior Leadership and Senior Leadership schools accredited. It is the intent of this program, in our efforts for standardization to afford Young Marines throughout the program an additional avenue for receiving credit in attending these schools that may not have the opportunity to attend the national school.

1. Deciding to become accredited to host Junior or Senior Leadership School.

   a. Division Commanders select two registered adults from their division each year to attend the Registered Adult Leadership School (RALS) held at our annual Leadership Academies.

   b. If you are interested in becoming accredited, you must, prior to the SPACES application period, contact your division commander and request to attend the RALS. This is the only way you can become certified to host and teach the JLS and SLS.

   c. In being accepted for the RALS, you agree to teach the national standardized curriculum and further agree to renew your certification at the annual Registered Adult Training Seminar (RATS), or by other means that National Headquarters may utilize. Failure to re-cert can result in your accreditation being revoked.

2. How accredited schools are run.

   a. Junior Leadership Schools may be run on a multi-unit or higher level (Bn, Regt, etc). Senior Leadership Schools may be run on a Regimental level or higher.

   b. It is recommended that adults from your division that have attended either the national JLS, or SLS be involved in your school if possible.

   c. Read the curriculum for the appropriate school found in the Training Officer’s Manual. If you don’t have a copy of this manual, you can download one from the Young Marines website.

   d. Find a location that will allow you to perform the requirements in the curriculum, house the attendees, and provide a place for feeding the attendees.

   e. Ensure you have an appropriate number of instructors who are trained in the subject they will be teaching. (NOTE: Any Young Marine Staff you use Must be graduates of the National Advanced Leadership School).

   f. Create a workable training schedule that covers all necessary subjects and ensure that the instructors know the subject material and can teach it to the national standard.

   g. The only ribbons authorized at any school are the appropriate level school ribbons, (Junior Leadership Ribbon or Senior Leadership Ribbon) the Perfect PFT Ribbon if an attendee earned it, and appropriate Young Marine staff Ribbons for those ALS graduates who assisted as Young Marine Staff. Schools are not authorized to award other ribbons such as the Land Nav or Orienteering as the school does not meet the award criteria. These and other ribbons are earned on the unit level.

3. Notification of the school and completing the school.

   a. Notify the National Headquarters Training Department of your school so that the dates, location, and contact information can be placed on the Young Marines website calendar. This notification should be sent as early as possible.
b. Submit the following to the National Headquarters Training Department:

i. Notice of intent to host a school.
ii. Dates, location and contact information for the school.
iii. Training Plan
iv. Proposed Training Schedule
v. Outline of the training area (barracks, chow hall, classrooms, etc.)
vi. Proposed adult staff
vii. Proposed YM staff (ALS graduates of the National School only)
viii. Planned student attendance.

NOTE: If hosting an SLS, the FISH Philosophy will be taught. This must be done by an accredited adult only.

c. Upon completion of the school, send to the National Headquarters Training Department a roster of all graduates of the school. Indicate in this roster your honor graduate, top scorer on the PFT for both male and female Young Marines, as well as any other accolades you wish to have entered into their record books such as most improved, most motivated, etc.

d. Submit with the school roster After Action Reviews (AAR's) from each of the adults involved in the school.

e. Young Marines outside of your battalion, regiment, and division may attend based on the level school you are hosting. If you decide to host a regimental school, you must accept Young Marines from your entire regiment. Division schools may accept Young Marines from any division. The only national school is the annual national leadership academy.

f. Young Marines are to receive their Certificates (Completion and Award), tests scores, PFT scores broken down by event, LEFs, Medical Log and any other paperwork completed on that Young Marine to take back to their unit for inclusion in their record books.

Any questions to the above may be submitted to the training department at 800-717-0060 ext 203.
CHAPTER 7
SECTION II: JUNIOR LEADERSHIP SCHOOL CURRICULUM

TASK ORGANIZATION ANNEX A

1. Situation.

   a. General. The Young Marines is a private non-profit youth education and community service program for boys and girls ages 8 through the completion of high school. The program focuses on character building through self-discipline, team building, and leadership development. The program also stresses the importance of a healthy and drug-free lifestyle, environmental stewardship, and public service.

   b. Special. The three training pillars of the Young Marines Program are teaching self-discipline, team building, and Leadership development. The Junior Leadership School (JLS) is the most junior leadership school in the Young Marine Program. It is designed to help the Junior Young Marine Corporals and mature Basic Young Marine Lance Corporals develop interpersonal and leadership skills. Upon completion of this school, the Young Marine graduate should have a working knowledge of the nine performance objectives in the Junior Guide book:

   1) Close Order Drill (Squad level)
   2) Essential Subjects
   3) Field Skills
   4) Map and Compass
   5) Drug Prevention Education
   6) Public Speaking
   7) Leadership
   8) Citizenship
   9) Physical Fitness, Health and First Aid

   c. Support. Each summer, the NHQ sponsors a JLS for up to 100 Young Marines. Seats are very limited for the National Program. Organizational (local) schools are necessary to meet the shortfall. The Young Marines National Headquarters (NHQ) is responsible for providing, maintaining, and updating the core curriculum for JLS.

2. Mission. To prepare Young Marines for leadership positions in their units, schools, and communities.

3. Concept of Operations.

   a. Intent. To provide Young Marines the opportunity to learn and apply their leadership skills through class work and practical application.

   b. Qualifications. There are two types of schools—National Sponsored Schools and Organizational Schools conducted at the unit, battalion, or regimental level.

       1) National Sponsored Schools.
          a) Young Marines Corporals regardless of gender, ages 12 or older.
          b) Young Marine Lance Corporals, regardless of gender, ages 13 or older.

       2) Organizational (Unit/Battalion/Regimental) Schools.
          a) Young Marine Corporals regardless of gender, ages 11 or older.
          b) Young Marine Lance Corporals, regardless of gender, ages 12 or older.

       3) The perspective students must demonstrate maturity and an aptitude to lead, meet the minimum physical fitness requirement, and be in good health.
c. Scheme of Maneuver.

1) Class Size. Class sizes shall fall into one of three sizes. It is important to adhere the established class size to ensure that every Young Marine student has the opportunity to participate as a student leader in one or more of the following billets—Platoon Guide, Squad Leaders, Team Leader.

a) Class of 100. Class size shall be limited to 100 Young Marines. A school of this size shall convene for 8 days with the first and last days used for travel and the remaining 6 days scheduled with class work, practical application, sports and recreation.

b) Class of 26 to 50. A school of this size shall convene for 7 days with the first and last day used for travel and the remaining 5 days scheduled for class work, practical application, sports and recreation.

c) Class of 10 to 25. The smallest class size shall be 10 Young Marines. A school of this size shall convene for minimum 6 days with the first and last days used for travel and the remaining days scheduled for class work, practical application, sports and recreation. This class may be divided into two weekends as long as the students attend both sessions and all information contained in the other two class sizes is covered.

2) Notional Class Schedule.

Day 1.
Travel Day
Check-in
Pre-test
Platoon Sergeants Time
Assignment of Day 2 Leaders

Day 2 to Day 7 (Class of 100)/Day 6 (Class 50)/Day 5 (Class of 25)
Morning Formation
Morning Routine
Physical Fitness
Recovery Time
Chow
Class Work
Chow
Afternoon Formation
Class Work
Practical Application
Exercise or Sports/Recreation
Evening Formation
Chow
Daily Evaluation
Platoon Sergeant’s Time/Daily Evaluation Review
Assignment of and Instructions for next day’s leaders
Taps

Day 8 (Class of 100)/Day 7 (Class of 50)/Day 6 (Class of 25)
Platoon Sergeant’s Time
Check out
Travel Day

3) Program of Instruction. The Program of Instruction (POI) is divided into three instructional packages.
a) The first instructional package is the core competency package consisting of instructional material designed for presentation in a classroom environment with limited practical application. This required material is for both the National sponsored and the Organizational Schools. The material consists of instruction from the following Performance Objectives (PO):

1) Close Order Drill (Squad level)
   a) See Training Officers Manual

2) Essential Subjects:
   a) Young Marine History
   b) Marine Corps History

3) Field Skills
   a) Hiking Techniques

4) Map and Compass
   a) Measuring Distance between two points
   b) Contour Lines
   c) Parts of a Compass
   d) Orient a map using a compass
   e) Measure a Magnetic Bearing

5) Drug Prevention Education
   a) How to conduct research
   b) How to inform and encourage friends to stay away from all forms of illegal drugs

6) Public Speaking
   a) How to avoid stage fright

7) Leadership:
   a) Definition of Leadership
   b) Qualities of a Leader
   c) The 11 Principles of Leadership

8) Citizenship
   a) Understand American Values
   b) History of the National Anthem
   c) History of our Flag

9) Physical Fitness, Health and First Aid
   a) Components of Physical Fitness

b) The second instructional package is instructional material designed to enhance the core competency with more practical applications and individual instruction on improving leadership knowledge and skills. The following Performance Objectives would integrate with the first package:

1) Close Order Drill (Squad level)
   a) See Drill Card

2) Essential Subjects:
   a) Unit Organization

3) Field Skills
   a) Tie a Knot (Bowline, Fisherman’s Knot, and a Square Lashing)

4) Map and Compass
   a) Orienteering Course
5) Drug Prevention Education  
a) (See PO 6 below)

6) Public Speaking  
a) 5 minute speech on Drug researched in PO 5

7) Leadership  
Duties and responsibilities of a Young Marine:  
a) Assistant Squad Leader  
b) Squad Leader  
c) Platoon Guide

8) Citizenship  
a) How to properly fold the US Flag

9) Physical Fitness, Health and First Aid  
a) Pass the PFT

c) The third instruction package is instructional material designed to provide more practical application in honing the student’s skills from the first and second instructional packages. Each Young Marine will be evaluated during the course of instruction on how they react to different situations. The evaluator should note who is leading, following or not participating. These notes will be included in the Young Marines final leadership grade. This includes, but is not limited to the following:

1) Rappelling  
2) ROPES  
3) Confidence Course  
4) Obstacle Course  
5) Basic First Aid/CPR (where practical)

d. Tasks. ANNEX B.

e. Coordinating Instructions.

1) Organizational Schools. There are no restrictions on when or how often battalions, regiments, or divisions may conduct the school. They must meet the minimum requirements established in this curriculum and each student must have an opportunity to be in a leadership position as a squad leader or team leader for a minimum of 24 hours. All organizational schools must have National accreditation in accordance with chapter 7 of the TOM.

2) National Sponsored Schools. National Sponsored schools are conducted each year during the summer period as part of the Young Marines Summer Program of Adventures, Challenges, Encampments, and Schools (SPACES).

4. Administration and Logistics.

a. Administration.

1) Host Organization. An organization (unit, battalion, regiment, or division) shall host all schools. The organization must have an organizational checking account and adult staff consisting of a unit commander and paymaster who are willing to serve as staff for the school.

a) Selection of Adult Staff. The School Director (accredited adult) selects the Adult Staff based on their experience, knowledge, availability, and compatibility with other members of the staff. Adult Staff members need not be from the host organization, except the unit
commander and Paymaster for financial purposes. All Adult Staff members must meet the following minimum standards:

1) Registered Adult in good standing
2) Good physical and medical condition
3) Knowledgeable in Young Marine knowledge
4) Proven leader, instructor, and mentor to Young Marines in their units
5) Approved and positively endorsed by their Commanding Officers.

b) Selection of Young Marine Staff. The School Director may seek qualified Young Marines to augment the Adult Staff. Selection must be impartial based on the same criteria as selecting adults. Additionally, the Young Marine must meet these minimum qualifications:

1) Young Marine in good standing
2) 14 years or older
3) Young Marine Gunnery Sergeant
4) Graduate of the Advanced Leadership School
5) Recommended and endorsed by their unit commander.

2) Student Application Process. Young Marines wishing to apply for the school must:

a) Meet the minimum qualifications for the school.
b) Complete the Young Marines Standard Activity & Training (SAT) Form.
c) Have the Young Marine’s Parent or Legal Guardian sign and date the SAT Form.
d) Have the Young Marine’s Unit Commander sign the SAT Form endorsing that the Young Marine is qualified and approved to attend the school.
e) The Young Marine and the Young Marine’s parent or legal guardian must read and sign the Young Marines Hold Harmless Agreement Form.
f) Mail the completed SAT and Hold Harmless Agreement Forms to the Host Organization.
g) The Host unit notifies the Young Marine Unit Commander on selection or non-selection.

3) Check-in/Check-out Procedures.

a) Check-in. The check-in process must be conducted on Day 1. During this period, the student must:

1) Submit all medication to the medical officer and receive a medical screening,
2) Report any injuries not noted on the application
3) Ensure all information on the application is current and correct
4) Call home.
5) Report to assigned Young Marine Platoon Sergeant.
6) Unpack and stand clothing and equipment inspection.
7) Make rack.

b) Checkout. The following checkout process shall be conducted on the last day of training designated a travel day.

1) Pack personal items and check for lost items.
2) Conduct final clean up of the barracks (if applicable).
3) Document lost items.
4) Return medications (if applicable).
5) Ensure all graduation documents are received (unless items are being mailed to the Unit Commander).
   a) Graduation certificate
   b) Appropriate awards and certificate (if applicable)
   c) Junior Leadership Ribbon
   d) Leadership Evaluation Forms (LEF)
   e) PFT Scores (by event)
b. **Logistics.** The key to any successful activity is solid logistical planning and support. The logistics plan should support the number of students and staff within the budgetary constraints established by the School Director.

1) Facilities.

   a) **Lodging** must provide adequate facilities for both male and female Young Marines.

   b) **Classrooms** must provide adequate lighting and space to fit comfortably the number of students intended for instruction. Seek classrooms that provide an adequate environment for learning.

   c) **Dining facilities** should be separate from the classroom and lodging facilities. It should comfortably seat students and provide tables for dining. Outdoor accommodations are fine, if it is conducive to the existing weather.

   d) **Athletic Field/Parade Deck** should be large enough to accommodate the entire school for a physical fitness exercise session and a run circuit to conduct the physical/health fitness test.

2) Activities. Ensure that all activities have adequate water, medical support, ground transportation, safety equipment, and experienced qualified instructors.

3) Meals. Young Marines and staff are expected to eat three meals per day. Meals should be nutritious and properly prepared under sanitary conditions. If dining facilities are not available, use a catering service if costs permit.

4) Expenses. Always keep the School Director apprised of expenses and never exceed the Budget established by the School Director and Paymaster without their expressed authority.

5. **Command and Signal.**

   a. Command.

   1) Adult Staff. An adult staff consisting of a School Director, School Deputy Director, Administration Officer, Training Officer, Logistics Officer, Medical Officer, and one Adult Instructor per 25 students administers the JLS. The following is the duties and responsibilities of each position:

      a) Director. The School Director is responsible to the National Training Director for all matters pertaining to the school. The School Director shall provide positive leadership and ensure the prudent and safe management of school. The School Director shall plan, organize, administer, and support the school to meet the school’s mission, purpose and objectives, and comply with all requirements cited in ANNEXES B and C.

      b) School Deputy Director. The Deputy Director is responsible to the School Director for the overall day-to-day operation of the school.

      c) Administration Officer. The Administration Officer is responsible to the School Director for all administrative matters pertaining to the school.

      d) Training Officer. The Training Officer is responsible to the School Director for all matters pertaining to the planning, coordination, and execution of training and instruction at the school.

      e) Logistics Officer. The Logistics Officer is responsible to the School Director for all matters pertaining to the logistical support needs of the school that include but not limited to facilities, local transportation, lodging, feeding, etc.
f) Adult Instructors/Interns. The Adult Instructors/Interns are responsible to the School Director for all matters pertaining to the proper instruction, discipline and welfare of the students. They instruct and observe, make daily student leadership assignments, administer the daily student leader’s evaluations, and counsel students on their daily student leader’s evaluations. Compile overall student ranking for consideration of Honor Graduates.

2) Young Marine Staff. A Young Marine staff consisting of a School Young Marine 1stSgt, one Young Marine Platoon Sergeant per 25 students, one Young Marine Squad advisor per squad to conduct the troop handling duties of the JLS under the direct supervision of the Deputy Director and respective Adult Instructors. The duties and responsibilities of each is listed below:

a) Young Marine First Sergeant. The School Young Marine 1stSgt is the highest-ranking Young Marine at the school and a graduate of Advanced Leadership School. The Young Marine 1stSgt is the senior Young Marine Advisor to the School Director and the Adult Staff. The Young Marine 1stSgt coordinates the activities of the Young Marine Platoon Sergeants. Upon successful completion of this assignment, the Director may award the Young Marine:

1) Young Marines First Sergeant Ribbon
2) Appropriate level Young Marines Staff Ribbon, and
3) Recommend the Meritorious Service Ribbon via the appropriate chain of command.

b) Young Marine Platoon Sergeant. The Young Marine Platoon Sergeant assists the Adult Instructor for the supervision, discipline and good order of the student platoon. The Young Marine Platoon Sergeant is a graduate of Advanced Leadership School. They advise the Adult Instructor of all matters pertaining the students under their charge and assist students in mastering knowledge and skills outside the classroom. Upon successful completion of this assignment, the School Director may award the Young Marine:

1) Appropriate level Young Marines Staff Ribbon
2) Recommend the Personal Achievement Ribbon via the appropriate chain of command.

c) Young Marine Squad Advisors. (where feasible) The Young Marine Squad Advisors assist the Young Marine Platoon Sergeant for the supervision, discipline and good order of the student Squad. The Young Marine Squad Advisor is a graduate of Advanced Leadership School. They advise the Young Marine Platoon Sergeant of all matters pertaining the students under their charge and assist students in mastering knowledge and skills outside the classroom. Upon successful completion of this assignment, the School Director may award the Young Marine:

1) Appropriate level Young Marines Staff Ribbon, and
2) Recommend the Commendation of Merit via the appropriate chain of command.

b. Signals. The school, as a matter of precaution, shall have two phone numbers. One shall be an administrative contact number and the second shall be used only in case of emergencies. Both numbers shall be made available to the parents and unit commanders of each student and Young Marine Staff member.
ANNEX A TASK ORGANIZATION

This is the task organization for a class size of 100 students. Smaller class sizes can be determined by reducing the number of platoons. A 50-student class consists of two platoons and a class of 25 students would consist of one platoon.

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<td>Deputy Director</td>
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<td>Young Marine</td>
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<td>First Sergeant</td>
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**ADULT STAFF**
- Admin Officer
- Training Officer
- Logistic Officer
- Medical Officer

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7-II-8

(Revised 5/2011)
### LEADERSHIP BILLET ASSIGNMENT MATRIX

#### 1st Squad

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<thead>
<tr>
<th>YM NAME</th>
<th>T+1</th>
<th>T+2</th>
<th>T+3</th>
<th>T+4</th>
<th>T+5</th>
<th>T+6</th>
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<tr>
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<tr>
<td>5. BRAVO TEAM</td>
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#### 2nd Squad

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<td>TM</td>
<td>SL</td>
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<td>5. FOXTROT TEAM</td>
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</tbody>
</table>

**Legend:**
- PG = Platoon Guide
- SL = Squad Leader
- TL = Team Leader
- TM = Team member
1. The purpose of the JLS is to give every student an opportunity to be in a leadership position and be provided a fair and impartial evaluation of their performance as such. Not everyone will have the opportunity to serve as the Platoon Guide or as a Squad Leader, this is where the Platoon Leader will need to ensure the Young Marine who best needs improvement is given the opportunity as the Platoon Guide or Squad Leader. The above chart is to be used as a guide, each Platoon leader will need to evaluate their respective Platoons to determine the best placement of their Young Marines, based on their leadership potential.

2. The evaluation process is done using the Young Marines Leader's Evaluation Form located on page 7-II-12
# LEADERSHIP EVALUATION FORM

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Grade</th>
<th>Platoon</th>
<th>Duty Assignment</th>
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<th>Traits / Qualities</th>
<th>UN</th>
<th>BA</th>
<th>AV</th>
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<th>EX</th>
<th>OS</th>
<th>Traits / Qualities</th>
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<td>Sets the Example</td>
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<tr>
<td>Seeks Self Improvement</td>
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<td>Ensures that a job is understood, and supervised through to completion</td>
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<td>Keeps Young Marines</td>
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<tr>
<td>Sets Reachable Goals</td>
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<td>Makes sound and timely decisions</td>
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<td>Knows Job</td>
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Add value of Marks together +7

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Evaluator

YM Staff

Platoon Commander

YM/1 Sgt

Executive Officer

Commanding Officer

(Revised 5/2011)
TRAINING OFFICERS MANUAL

DRILL CARD

NAME ___________________________ PLATOON _______ DATE ___________

EVALUATOR ___________________ STUDENT INITIALS _____ GRADE _______

<table>
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<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>SCORE</th>
<th>COMMENTS</th>
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</table>

| CONTROL                                                                  | (4) |   |   |   |   |       |          |
| BEARING                                                                  | (4) |   |   |   |   |       |          |
| COMMAND VOICE                                                           | (2) |   |   |   |   |       |          |

CODE:
A - IMPROPER COMMAND (2 POINTS)
B - COMMANDS ON WRONG FOOT (2 POINTS)
C - IMPROPER SEQUENCE OF MOVEMENTS OR COMMANDS (2 POINTS)
D - IMPROPER MOVEMENT/POSITION OF UNIT LEADER (2 POINTS)
E - CORRECTIONS (2 POINTS)

NOTES: ANY MISSED MOVEMENTS (HALF THE VALUE OF THAT MOVEMENT) STUDENTS WILL STILL BE REQUIRED TO EXECUTE THE MOVEMENT.

ONE POINT WILL BE DEDUCTED FOR EACH INCORRECTLY EXECUTED ADDITIONAL MOVEMENT (NOT TO EXCEED 10 POINTS).
## Evaluation Drill Card

<table>
<thead>
<tr>
<th>Action</th>
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<tbody>
<tr>
<td>FORM SQUAD AT CLOSE INTERVAL</td>
</tr>
<tr>
<td>ALIGN THE SQUAD AT NORMAL INTERVAL</td>
</tr>
<tr>
<td>COUNT OFF IN LINE</td>
</tr>
<tr>
<td>COUNT OFF IN COLUMN</td>
</tr>
<tr>
<td>MARCH SQUAD IN A COLUMN</td>
</tr>
<tr>
<td>OBLIQUE’S RIGHT OR LEFT</td>
</tr>
<tr>
<td>MARCH TO THE REAR</td>
</tr>
<tr>
<td>FLANKING MOVEMENTS (RIGHT OR LEFT)</td>
</tr>
<tr>
<td>CHANGE DIRECTION OF THE COLUMN</td>
</tr>
<tr>
<td>FORM A COLUMN OF TWOS FROM A SINGLE FILE</td>
</tr>
<tr>
<td>FORM A SINGLE FILE FROM A COLUMN OF TWOS</td>
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</tbody>
</table>

## Practice Drill Card

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM SQUAD AT CLOSE INTERVAL (AT CLOSE INTERVAL, FALL IN)</td>
</tr>
<tr>
<td>ALIGN THE SQUAD AT NORMAL INTERVAL (DRESS RIGHT, DRESS)</td>
</tr>
<tr>
<td>COUNT OFF IN LINE (COUNT, OFF)</td>
</tr>
<tr>
<td>COUNT OFF IN COLUMN (RIGHT FACE, FROM FRONT TO REAR, COUNT OFF, LEFT FACE)</td>
</tr>
<tr>
<td>MARCH SQUAD IN A COLUMN (RIGHT, FACE FORWARD, MARCH)</td>
</tr>
<tr>
<td>OBLIQUES RIGHT OR LEFT (RIGHT OBLIQUE, MARCH - FORWARD, MARCH)</td>
</tr>
<tr>
<td>MARCH TO THE REAR (TO THE REAR, MARCH X2)</td>
</tr>
<tr>
<td>FLANKING MOVEMENTS (RIGHT OR LEFT) (BY THE LEFT OR RIGHT FLANK, MARCH)</td>
</tr>
<tr>
<td>CHANGE DIRECTION OF THE COLUMN (COLUMN LEFT OR RIGHT, MARCH)</td>
</tr>
<tr>
<td>FORM A COLUMN OF TWOS FROM A SINGLE FILE (COLUMN OF TWOS TO THE LEFT OR RIGHT, MARCH)</td>
</tr>
<tr>
<td>FORM A SINGLE FILE FROM A COLUMN OF TWOS (COLUMN OF FILES FROM THE LEFT OR RIGHT, MARCH)</td>
</tr>
<tr>
<td>DISMISS THE SQUAD (SQUAD DISMISSED)</td>
</tr>
</tbody>
</table>
CHAPTER 7
SECTION III: SENIOR LEADERSHIP SCHOOL CURRICULUM

1. Situation.
   a. General. The Young Marines is a private non-profit youth education and community service program for boys and girls ages 8 through the completion of high school. The program focuses on character building through self-discipline, team building, and leadership development. The program also stresses the importance of a healthy and drug-free lifestyle, environmental stewardship, and public service.

   b. Special. The three training pillars of the Young Marines Program are teaching self-discipline, team building, and Leadership development. The Senior Leadership School (SLS) is the second step leadership school in the Young Marine Program. It is designed to help those Young Marines who have completed Junior Leadership School (JLS) (YM/Sergeants and Staff Sergeants) master the art of interpersonal and leadership skills. Upon completion of this school, the Young Marine graduate should have a working knowledge of the nine performance objectives in the Senior Guide book:

   1) Close Order Drill (Platoon level)
   2) Essential Subjects
   3) Field Skills
   4) Map and Compass
   5) Drug Prevention Education
   6) Public Speaking
   7) Leadership
   8) Citizenship
   9) Physical Fitness, Health and First Aid

   c. Support. Each summer, the NHQ sponsors an SLS for up to 100 Young Marines. Seats are very limited for the National Program. Organizational (local) schools are necessary to meet the shortfall. The Young Marines National Headquarters (NHQ) is responsible for providing, maintaining, and updating the core curriculum for SLS.

2. Mission. To prepare Young Marines for leadership positions in their units, schools, and communities.

3. Concept of Operations.
   a. Intent. To provide Young Marines the opportunity to learn and apply their leadership skills through class work and practical application.

   b. Qualifications. There are two types of schools—National Sponsored Schools and Organizational Schools conducted at the battalion, regimental or Division level.

      1) National Sponsored Schools.

         a) Young Marine Sergeants and Staff Sergeants regardless of gender, ages 13 or older.

      2) Organizational (Battalion/Regimental/Division) Schools.

         a) Young Marine Sergeants and Staff Sergeants regardless of gender, ages 12 or older.

   3) The perspective students must demonstrate maturity and an aptitude to lead, meet the minimum physical fitness requirement, and be in good health.
c. **Scheme of Maneuver.**

1) **Class Size.** Class sizes shall fall into one of three sizes. It is important to adhere the established class size to ensure that every Young Marine student has the opportunity to participate as a student leader in one or more of the following billets—Platoon Sergeant, Platoon Guide, Squad Leaders, Team Leaders.

   a) **Class of 100.** Class size shall be limited to 100 Young Marines. A school of this size shall convene for 8 days with the first and last days used for travel and the remaining 6 days scheduled with class work, practical application, sports and recreation.

   b) **Class of 26 to 50.** A school of this size shall convene for 7 days with the first and last day used for travel and the remaining 5 days scheduled for class work, practical application, sports and recreation.

   c) **Class of 10 to 25.** The smallest class size shall be 10 Young Marines. A school of this size shall convene for minimum 6 days with the first and last days used for travel and the remaining days scheduled for class work, practical application, sports and recreation. This class may be divided into two weekends as long as the students attend both sessions and all information contained in the other two class sizes is covered.

2) **Notional Class Schedule.**

   **Day 1.**
   Travel Day
   Check-in
   Pre-test
   Platoon Sergeants Time
   Assignment of Day 2 Leaders

   **Day 2 to Day 7 (Class of 100)/Day 6 (Class 50)/Day 5 (Class of 25)**
   Morning Formation
   Morning Routine
   Physical Fitness
   Recovery Time
   Chow
   Class Work
   Chow
   Afternoon Formation
   Class Work
   Practical Application
   Exercise or Sports/Recreation
   Evening Formation
   Chow
   Daily Evaluation
   Platoon Sergeant’s Time/Daily Evaluation Review
   Assignment of and Instructions for next day’s leaders
   Taps

   **Day 8 (Class of 100)/Day 7 (Class of 50)/Day 6 (Class of 25)**
   Platoon Sergeant’s Time
   Check out
   Travel Day

3) **Program of Instruction.** The Program of Instruction (POI) is divided into three instructional packages.
a) The first instructional package is the core competency package consisting of instructional material designed for presentation in a classroom environment with limited practical application. This required material is for both the National sponsored and the Organizational Schools. The material consists of instruction from the following Performance Objectives (PO):

1) Close Order Drill (Platoon level)
   a) See Training Officers Manual

2) Essential Subjects:
   a) Duties and responsibilities of the Senior Young Marine
   b) Roles and Relationships between the Unit Commander and the Senior Young Marines, the Marine Corps League and the United States Marine Corps to the Young Marines.

3) Field Skills
   a) Survival Psychology and Strategy
   b) Predict changes in weather

4) Map and Compass
   a) Care of a map
   b) Measure a Magnetic Bearing
   c) Navigate at night

5) Drug Prevention Education
   a) How to prepare age oriented classes on illegal drugs

6) Public Speaking
   a) Principles of instruction
   b) Methods of instruction
   c) How to prepare a lesson plan

7) Leadership:
   a) Definition of Leadership, Management and Command
   b) Process of Communication
   c) Problem solving

8) Citizenship
   a) Three types of Government
   b) Structure of the United States Government

9) Physical Fitness, Health and First Aid
   a) Food groups and Nutrition

10) The “FISH” Philosophy is taught to all SLS students.

b) The second instructional package is instructional material designed to enhance the core competency with more practical applications and individual instruction on improving leadership knowledge and skills. The following Performance Objectives would integrate with the first package:

1) Close Order Drill (Platoon level)
   a) See Drill Card

2) Essential Subjects:
   a) National Young Marine Organization

3) Field Skills
   a) Learn to judge distance
4) Map and Compass
   a) Day and Night Orienteering Course

5) Drug Prevention Education
   a) (See PO 6 below)

6) Public Speaking
   a) create a lesson plan on a Drug researched in PO 5 at appropriate age level

7) Leadership
   c) Duties and responsibilities of a Young Marine:
      1) Platoon Sergeant
      2) Platoon Leader
      3) Young Marine Instructor

8) Citizenship
   a) Recite the American's creed
   b) Read the Declaration of Independence
   c) Read the Constitution of the United States

9) Physical Fitness, Health and First Aid
   a) Pass the PFT

c) The third instruction package is instructional material designed to provide more practical
   application in honing the student’s skills from the first and second instructional packages.
   Each Young Marine will be evaluated during the course of instruction on how they react to
   different situations. The evaluator should note who is leading, following or not participating.
   These notes will be included in the Young Marines final leadership grade. This includes, but
   is not limited to the following:

   1) Rappelling
   2) ROPES
   3) Confidence Course
   4) Obstacle Course
   5) Basic First Aid/CPR (where practical)

d. Tasks. ANNEX B.

e. Coordinating Instructions.

1) Organizational Schools. There are no restrictions on when or how often battalions, regiments,
   or divisions may conduct the school. They must meet the minimum requirements establish in
   this curriculum and each student must have an opportunity to be in a leadership position as a
   squad leader or team leader for a minimum of 24 hours. All organizational schools must have
   National accreditation in accordance with chapter 7 of the TOM.

2) National Sponsored Schools. National Sponsored schools are conducted each year during
   the summer period as part of the Young Marines Summer Program of Adventures,
   Challenges, Encampments, and Schools (SPACES).

4. Administration and Logistics.

   a. Administration.

   1) Host Organization. An organization (battalion, regiment, or division) shall host all schools. The
      organization must have an organizational checking account and adult staff consisting of a
      commanding officer and paymaster who are willing to serve as the core staff for the school.
a) Selection of Adult Staff. The Director selects the Adult Staff based on their experience, knowledge, availability, and compatibility with other members of the staff. Adult Staff member need not be from the host organization, except the Director and Paymaster. All Adult Staff members must meet the following minimum standards:

1) Registered Adult in good standing
2) Good physical and medical condition
3) Knowledgeable in Young Marine knowledge
4) Proven leader, instructor, and mentor to Young Marines in their units
5) Approved and positively endorsed by their Commanding Officers.

b) Selection of Young Marine Staff. The Director may seek qualified Young Marines to augment the Adult Staff. Selection must be impartial based on the same criteria as selecting adults. Additionally, the Young Marine must meet these minimum qualifications:

1) Young Marine in good standing
2) 14 years or older
3) Young Marine Gunnery Sergeant
4) Graduate of the Advanced Leadership School
5) Recommended and endorsed by unit commanding officer

2) Student Application Process. Young Marines wishing to apply for the school must:

a) Meet the minimum qualifications for the school.
b) Complete the Young Marines Standard Activity & Training (SAT) Form.
c) Have the Young Marine’s Parent or Legal Guardian sign and date the SAT Form.
d) Have the Young Marine’s Unit Commander sign the SAT Form endorsing that the Young Marine is qualified and approved to attend the school.
e) The Young Marine and the Young Marine’s parent or legal guardian must read and sign the Young Marines Hold Harmless Agreement Form.
f) Mail the completed SAT and Hold Harmless Agreement Forms to the Host Organization.
g) The Host unit notifies the Young Marine Unit Commander on selection or non-selection.

3) Check-in/Check-out Procedures.

a) Check-in. The check-in process must be conducted on Day 1. During this period, the student must:

1) Submit all medication to the medical officer and receive a medical screening,
2) Report any injuries not noted on the application
3) Ensure all information on the application is current and correct
4) Call home.
5) Report to assigned Young Marine Platoon Sergeant.
6) Unpack and stand clothing and equipment inspection.
7) Make rack.

b) Checkout. The following checkout process shall be conducted on the last day of training designated a travel day.

1) Pack personal items and check for lost items.
2) Conduct final clean up of the barracks (if applicable).
3) Document lost items.
4) Return medications (if applicable).
5) Ensure all graduation documents are received (unless items are being mailed to the Unit Commander).
   a) Graduation certificate
   b) Appropriate awards and certificate (if applicable)
c) Senior Leadership Ribbon

d) Leadership Evaluation Forms (LEF)
e) PFT Scores (by event)

b. Logistics. The key any successful activity is solid logistical planning and support. The logistics plan should support the number of students and staff within the budgetary constraints established by the Director.

1) Facilities.

a) **Lodging** must provide adequate facilities for both male and female Young Marines.

b) **Classrooms** must provide adequate lighting and space to fit comfortably the number of student intended for instruction. Seek classrooms that provide an adequate environment for learning.

c) **Dining facilities** should be separate from the classroom and lodging facilities. It should comfortably seat students and provide tables for dining. Outdoor accommodations are fine, if it is conducive to the existing weather.

d) **Athletic Field/Parade Deck** should be large enough to accommodate the entire school for a physical fitness exercise session and a run circuit to conduct the physical/health fitness test.

2) Activities. Ensure that all activities have adequate water, medical support, ground transportation, safety equipment, and experienced qualified instructors.

3) **Meals.** Young Marines and staff are expected to eat three meals per day. Meals should be nutritious and properly prepared under sanitary conditions. If dining facilities are not available, use a catering service if costs permit.

4) Expenses. Always keep the Director apprised of expenses and never exceed the budget established by the Director and Paymaster without their expressed authority.

5. Command and Signal.

a. Command.

1) **Adult Staff.** An adult staff consisting of a School Director, School Deputy Director, Administration Officer, Training Officer, Logistics Officer, Medical Officer, and one Adult Instructor per 25 students administers the SLS. The following is the duties and responsibilities of each position:

a) **Director.** The School Director is responsible to the National Training Director for all matters pertaining to the school. The School Director shall provide positive leadership and ensure the prudent and safe management of school. The School Director shall plan, organize, administer, and support the school to meet the schools mission, purpose and objectives, and comply with all requirements cited in ANNEXES B and C.

b) **School Deputy Director.** The Deputy Director is responsible to the School Director for the overall day-to-day operation of the school.

c) **Administration Officer.** The Administration Officer is responsible to School Director for all administrative matters pertaining to the school.

d) **Training Officer.** The Training Officer is responsible to the School Director for all matters pertaining to the planning, coordination, and execution of training and instruction in the school.
e) Logistics Officer. The Logistics Officer is responsible to the School Director for all matters pertaining to the logistical support needs of the school that include but not limited to facilities, local transportation, lodging, feeding, and etc.

f) Adult Instructors/Interns. The Adult Instructors/Interns are responsible to the School Director for all matters pertaining to the proper instruction, discipline and welfare of the students. They instruct and observe, make daily student leadership assignments, administer the daily student leader’s evaluations, and counsel students on their daily student leader’s evaluations. Compile overall student ranking for consideration of Honor Graduates.

2) Young Marine Staff. A Young Marine staff consisting of a School Young Marine 1stSgt, one Young Marine Platoon Sergeant per 25 students, one Young Marine Squad advisor per squad to conduct the troop handling duties of the SLS under the direct supervision of the Deputy Director and respective Adult Instructors. The duties and responsibilities of each is listed below:

a) Young Marine First Sergeant. The School Young Marine 1stSgt is the highest-ranking Young Marine at the school and a graduate of Advanced Leadership School. The Young Marine 1stSgt is the senior Young Marine Advisor to the School Director and the Adult Staff. The Young Marine 1stSgt coordinates the activities of the Young Marine Platoon Sergeants. Upon successful completion of this assignment, the Director may award the Young Marine:

1) Young Marines Instructor Ribbon
2) Appropriate level Staff Ribbon, and
3) Recommend the Meritorious Service Ribbon via the appropriate chain of command.

b) Young Marine Platoon Sergeant. The Young Marine Platoon Sergeant is fulfilled by the YM students.

c) Young Marine Squad Advisors. (where feasible) The Young Marine Squad Advisors assist the Platoon Leader for the supervision, discipline and good order of the student Squad. The Young Marine Squad Advisor is a graduate of Advanced Leadership School. They advise the young Marine Platoon Sergeant of all matters pertaining to the students under their charge and assist students in mastering knowledge and skills outside the classroom. Upon successful completion of this assignment, the Director may award the Young Marine:

1) Young Marines Instructor Ribbon
2) Appropriate level Staff Ribbon, and
3) Recommend the Commendation of Merit via the appropriate chain of command.

b. Signals. The school, as a matter of precaution, shall have two phone numbers. One shall be an administrative contact number and the second shall be used only in case of emergencies. Both numbers shall be made available to the parents and commanding officers of each student and Young Marine Staff member.
ANNEX A
TASK ORGANIZATION

This is the task organization for a class size of 100 students. Smaller class sizes can be determined by reducing the number of platoons. A 50-student class consists of two platoons and a class of 25 students would consist of one platoon.

Director
Deputy Director

ADULT STAFF
Admin Officer
Training Officer
Logistic Officer
Medical Officer

Young Marine
First Sergeant

ST PLATOON
Adult Instructor
Young Marine
Platoon Sergeant
Student Platoon Guide
3 Young Marine Squad advisor
(25 Students)

ND PLATOON
Adult Instructor
Young Marine
Platoon Sergeant
Student Platoon Guide
3 Young Marine Squad advisor
(25 Students)

RD PLATOON
Adult Instructor
Young Marine
Platoon Sergeant
Student Platoon Guide
3 Young Marine Squad advisor
(25 Students)

TH PLATOON
Adult Instructor
Young Marine
Platoon Sergeant
Student Platoon Guide
3 Young Marine Squad advisor
(25 Students)

1ST SQUAD
1-A
2-A
3-A
4-A
5-B
6-B
7-B
8-B

2ND SQUAD
1-C
2-C
3-C
4-C
5-D
6-D
7-D
8-D

3RD SQUAD
1-E
2-E
3-E
4-E
5-F
6-F
7-F
8-F

(Revised 5/2011)
## LEADERSHIP BILLET ASSIGNMENT MATRIX

### 1st Squad

<table>
<thead>
<tr>
<th>YM NAME</th>
<th>T+1</th>
<th>T+2</th>
<th>T+3</th>
<th>T+4</th>
<th>T+5</th>
<th>T+6</th>
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</thead>
<tbody>
<tr>
<td>1. ALPHA TEAM</td>
<td>SL</td>
<td>TM</td>
<td>TL</td>
<td>TM</td>
<td>TM</td>
<td>TL</td>
</tr>
<tr>
<td>2.</td>
<td>TL</td>
<td>TM</td>
<td>PG</td>
<td>TL</td>
<td>TM</td>
<td>PS</td>
</tr>
<tr>
<td>3.</td>
<td>TM</td>
<td>TL</td>
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<td>TM</td>
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<td>4.</td>
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<tr>
<td>5. BRAVO TEAM</td>
<td>TL</td>
<td>TM</td>
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<td>6.</td>
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<td>TM</td>
<td>TL</td>
<td>TM</td>
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<tr>
<td>7.</td>
<td>PG</td>
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<td>TM</td>
<td>TL</td>
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<td>8.</td>
<td>TM</td>
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<td>TM</td>
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### 2nd Squad

<table>
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<th>T+6</th>
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</thead>
<tbody>
<tr>
<td>1. CHARLIE TEAM</td>
<td>SL</td>
<td>TM</td>
<td>TL</td>
<td>TM</td>
<td>PS</td>
<td>TL</td>
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<td>2.</td>
<td>TL</td>
<td>PG</td>
<td>TM</td>
<td>TL</td>
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<td>TM</td>
</tr>
<tr>
<td>3.</td>
<td>TM</td>
<td>TL</td>
<td>PS</td>
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<td>TM</td>
<td>TM</td>
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<td>5. DELTA TEAM</td>
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<td>7.</td>
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### 3rd Squad

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<tbody>
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<td>TL</td>
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<td>TL</td>
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<td>TM</td>
<td>SL</td>
<td>TM</td>
<td>TL</td>
<td>TM</td>
</tr>
<tr>
<td>5. FOXTROT TEAM</td>
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<td>TM</td>
<td>SL</td>
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<td>PS</td>
<td>TM</td>
<td>TL</td>
<td>TM</td>
<td>TM</td>
<td>SL</td>
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</tbody>
</table>

**Legend:**
- PG = Platoon Sergeant
- PG = Platoon Guide
- SL = Squad Leader
- TL = Team Leader
- TM = Team member
1. The purpose of the SLS is to give every student an opportunity to be in a leadership position and be provided a fair and impartial evaluation of their performance as such. Not everyone will have the opportunity to serve as the Platoon Sergeant, Platoon Guide or as a Squad Leader, this is where the Platoon Leader will need to ensure the Young Marine who best needs improvement is given the opportunity as the Platoon Guide or Squad Leader. The above chart is to be used as a guide, each Platoon leader will need to evaluate their respective Platoons to determine the best placement of their Young Marines, based on their leadership potential.

2. The evaluation process is done using the Young Marines Leader’s Evaluation Form (ANNEX B, Task 4).
# LEADERSHIP EVALUATION FORM

<table>
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<th>Traits / Qualities</th>
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<th>BA</th>
<th>AV</th>
<th>AA</th>
<th>EX</th>
<th>OS</th>
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<th>UN</th>
<th>BA</th>
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<td>Decisiveness</td>
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<td>Dependability</td>
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Multiply # of Marks times the value at the top of the column

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Evaluator

YM Staff

Platoon Commander

YM/1° Sgt

Executive Officer

Commanding Officer

7-III-11

(Revised 5/2011)
## DRILL CARD

**NAME_________________ PLATOON______ DATE__________**

**EVALUATOR__________________ STUDENT INITIALS_____ GRADE______**

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**CODE:**

A - IMPROPER COMMAND (2 POINTS)
B - COMMANDS ON WRONG FOOT (2 POINTS)
C - IMPROPER SEQUENCE OF MOVEMENTS OR COMMANDS (2 POINTS)
D - IMPROPER MOVEMENT/POSITION OF UNIT LEADER (2 POINTS)
E - CORRECTIONS (2 POINTS)

**NOTES:** ANY MISSED MOVEMENTS (HALF THE VALUE OF THAT MOVEMENT) STUDENTS WILL STILL BE REQUIRED TO EXECUTE THE MOVEMENT. ONE POINT WILL BE DEDUCTED FOR EACH INCORRECTLY EXECUTED ADDITIONAL MOVEMENT (NOT TO EXCEED 10 POINTS).
**DRILL Card**

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PART I. MARKSMANSHIP INSTRUCTION

1. **General.** Youth have a fascination with firearms. It is very important to take the time to instruct them on safety and the proper handling of them.

   a. Marksmanship instruction is highly encouraged for all Young Marines, however, all instructors must be certified and a copy of their certification must be on file with the participating unit.

   b. Qualified Instructors are generally available from your local police or sheriffs departments, gun and rod clubs, and Armed Forces Primary Marksmanship Instructors (PMI), and/or National Rifle Association (NRA) Instructor. The NRA and Civilian Marksmanship Program (CMP) provide Instructor and Coaching certification courses at a reasonable fee. For more information visit their website or call:

      1) National Rifle Association (Telephone Numbers)
      2) Civilian Marksmanship Program (Telephone Numbers)

2. **Program’s Objectives.** The goal of the instruction is to qualify participating Young Marines for the Marksmanship Ribbon by meeting the requirements set forth in the Young Marines Award Manual.

3. **Requirements.**

   a. **Parental or Guardian Permission.**

      1) All Young Marine participants must have the Parental/Guardian Permission Form from Appendix A completed and signed by their parent or legal guardian before taking part in any marksmanship instruction, whether classroom or firing range.

      2) The completed and signed permission form must be filed in the Young Marines Record Book under the last page of YMFORM 23

   b. **Age Restrictions.** All Young Marines ages 9 and above may participate in air rifle competitions. Thirteen and older may participate in small-bore (.22-caliber) rifle competition. Unit Commanders should consider the Young Marine’s physical size and strength, and maturity to ensure that the Young Marine is not injured or cannot jeopardize the safety of others.

4. **Core Course of Study.**

   a. Firearm Safety

   b. Smart and Safe Handling of Firearms

   c. Rifle parts and components

   d. Home Firearm Safety

5. **Qualification Certificate.** Upon successful completion of the core course, the Unit Commander will issue the Marksmanship Ribbon and Certificate to the Young Marines.
PART II. TEAM COMPETITION

All units who can are encouraged, if resources permit, to get their units involved in marksmanship competition. The Civilian Marksmanship Program provides an outstanding resource on how to get started. You can contact them at:
www.odcmp.com,
by mail at:
P.O. Box 576 Port Clinton, Ohio 43452,
or by phone at:
(419)-635-2141

For the purpose of Young Marine units participating in the Young Marines Marksmanship Program, they must conform to the following:

1. Commanding Officer’s Responsibilities. This is a locally/unit sponsored activity. The unit commander is responsible for everything their unit does or fails to do. Because of this responsibility, the unit commander must:
   a. Consent to the establishment of a unit rifle team.
   b. Ensure that the instructor(s) and/or coach(es) are properly certified to instruct and/or coach.
   c. Provide safe and adequate rifles and equipment prescribed by the NRA and CMP.
   d. Conduct firing at safe and properly constructed shooting facilities certified and approved by NRA and/or CMP approved standards and rules.
   e. Ensure that all safety standards and rules are applied at all times to all participants.

2. Parental or Guardian Permission. All perspective competitors must have their parent or guardian’s permission to participate.
   a. The parent or guardian must complete and sign the Parental/Guardian Permission Form in Appendix A prior to participating in any competition, practice for competition, or try-out.
   b. The completed and signed Parental/Guardian Permission Form must be placed above YMFORM 11 in the Young Marine’s Record Book during the duration of Marksmanship competition season or the Young Marines Operating Year which ever ends first.
   c. The Parental/Guardian Permission Form is only valid during the current Operating Year and must be resubmitted for the next Operating Year in conjunction with Re-registration.

3. Age Requirements. Young Marines ages:
   a. All Young Marines ages 9 and above may participate in air rifle competitions.
   b. Thirteen and older may participate in small-bore (.22-caliber) rifle competition.

4. Young Marine Qualifications. To be eligible to participate, the Young Marines must:
   a. Be a Young Marine in good standing
   b. Earned the Marksmanship Ribbon
   c. Have passing academic and conduct or citizenship grades during the last report card period.
   d. Have a satisfactory quarterly progress report during the last submission.
e. Have a passing score from latest PFT.

f. Safely handle rifles at all time and not endangered anyone.

5. Instructional Requirements.

a. Air Rifle. All prospective team members are required to complete instruction on the following:
   1) Firearm Safety
   2) Smart and Safe Handling of Firearms
   3) Air rifle parts and components
   4) Dry firing (Grass week)
   5) Home Firearm Safety

b. Small Bore .22 Caliber Rifle. All prospective team members are required to complete instruction on the following:
   1) Firearm Safety
   2) Smart and Safe Handling of Firearms
   3) .22 caliber rifle parts and components.
   4) Dry firing (Grass week)
   5) Home Firearm Safety

c. Certification Award. Upon completion, the designated coaches or instructor will present the Air Rifle or Small Bore (.22 Caliber) Rifle Qualification Certificate in Appendix B and C, respectively. A copy of the certificate will be placed under the last page of YMFORM 23 in the Young Marine’s Record Book.

6. Qualified Instructor/Coaches. It is required that prospective team members and instructor/coaches purchase training guides on the subjects listed in paragraph 4. Registered Adults may:

   a. Be team coaches, but they cannot allow their team to compete unless there is a certified coach on site.

   b. Become certified as instructors and/or coaches by successfully completing the appropriate courses of instruction provided by the organizations listed in paragraph 1 or other NHQ approved sources.

7. Competition Rules.

   a. All units must maintain a copy of the Instructor and coach certification in their unit files. A copy must be present at all Young Marine Rifle Competitions.

   b. A copy of all Young Marine rifle team certifications to include the Marksmanship Qualification Award shall be maintained in the YMRB. A Competitor’s Record Book consisting of a copy of the Rifle Team Certification, and medical and emergency contact information shall be maintained and presented competition official at all Young Marine Rifle Competitions.

   c. Units must be in good standing and compliant with NHQ to participate in any rifle competition as
Young Marine unit. If a unit is non-compliant during competition, the unit shall forfeit any awards and/or recognition for that competition.

d. Each competing unit shall have a minimum of two (2) Registered Adults, in addition to an instructor and a coach. The primary function is that of chaperone or escort and will not have any other function in support of the competition. If there are female competitors, one (1) Registered Adult must be female.

e. All Young Marine competitors will have completed must meet the qualifications and requirements listed in paragraphs 4 and 5 of this document.

f. The highest authority present at said events shall sanction all competitions. For example, the sponsoring battalion sanctions a battalion competition. The sponsoring regiment sanctions a regimental competition, etc.

8. Types of Competitions.

   a. Intramural Competition: A unit competition opened to teams within the same unit.

   b. Unit Competition: A unit-sanctioned competition opened to all invited unit teams regardless of battalion affiliations.

   c. Battalion Competition: A battalion-sanctioned competition opened to all qualified units from the same battalion.

   d. Regimental Competition: A regiment-sanctioned competition opened to all qualified unit teams from the same regiment.

9. Transporting rifles and ammunition.

   a. Prior to transport, ensure each rifle is cleared. If possible remove the bolt from the rifle.

   b. Place the rifle in a transportable locking storage container in the automobile trunk or secured truck bed.

   c. Place all ammunition in a separate transportable locking storage container in the automobile trunk or secured truck bed.

   d. If a transportable locking storage container is not available, rifles may be transported in the trunk of one automobile and the ammunition must be transported in the trunk of a second automobile.

   e. Never mix rifles, ammunition, and passengers together in the same compartment.
APPENDIX A

PARENT/GUARDIAN PERMISSION FORM TO PARTICIPATE ON THE AIR RIFLE OR SMALL BORE RIFLE TEAMS

I ________________________________________, hereby grant permission for my
Name of Parent or Guardian (Please Print)
Son/daughter ____________________________________, to participate as a
Name of Young Marine (Please Print)
member of the ______________________ Young Marines Air rifle or Small bore rifle
Unit Name (Please Print)
team. I understand that membership on this team is contingent upon successful completion of
required marksmanship classes provided by the unit and qualification acceptance onto the team by
the team coach. I further understand that my son/daughter may be removed from said team for
violations of the team rules, or for any violations of the Young Marines rules and regulations.

____________________________________________________________________________
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________________________________                                     ______________________________
Parent/Guardian (Signature)                                 Date

UNIT COMMANDER’S Endorsement on         ______________________
Date
I have reviewed this Young Marine’s record and (check one):

☐ Approve

☐ Disapprove of this Young Marine’s participation, because of the following:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

________________________________                                     ______________________________
Unit Commander Signature                                 Date
This is to certify that

Having met all requirements as prescribed by the Young Marines Marksmanship Program for Air Rifle (.177 Caliber)

__________________________________________
Young Marines Name

Is hereby qualified to participate and compete on the

__________________________________________
Young Marine Air Rifle Team.

Name of the Unit

Awarded this_______ day of ____________________, 20____

__________________________________________
Unit Commander

__________________________________________
Air Rifle Instructor

Appendix B

(Revised 5/2011)
This is to certify that

Having met all requirements as prescribed by the

Young Marines Marksmanship Program for Small Bore (Caliber .22) Rifle

__________________________________________________

Young Marines Name

Is hereby qualified to participate and compete on the

__________________ Young Marine Small Bore Rifle Team.

Name of the Unit

Awarded this_______ day of _________________, 20____

__________________________________________________

Unit Commander                                                                 Rifle Team Coach
1. **Air Rifle Team.** The Air Rifle Team at all levels of competition shall consist of the following:
   a. Three (3) Registered Adults—a team coach, assistant team coach, and corpsman (registered adult with first aid training).
   b. Eight (8) Team Members. Team members must be between the ages of 9 and 12 years old; two from each age group (two 9-year olds, two 10-year olds, two 11-year olds, and two 12-year olds).
   c. Four (4) Substitute Team Members. Substitute team members must be between the ages of 9 and 12 years old—one from each age group (one 9-year old, one 10-year old, one 11-year old, and one 12-year old).

2. **Registered Adults.**
   a. **Team Coach.** The team coach is responsible for ensuring that team members and substitutes:
      1) Meet the prerequisite requirements to participate on the unit rifle team.
      2) Adhere to all range safety rules and regulations both on and off the firing line.
      3) Intercede on behalf of the team on all matters between the team and competition officials.
   b. **Assistant Team Coach.** The assistance team coach shall:
      1) Assume and perform the duties of the Team Coach in his/her absence.
      2) Perform other duties as directed by the Team Coach.
      3) Assist sanctioning official in the conduct of the competition.
   c. **Team Corpsman.** The team corpsman is responsible for the health and well-being of team members. The corpsman:
      1) Must be first aid and CPR qualified.
      2) Maintain the team medical kit, sick bay log and supporting documentation.
      3) Relieve any team member; if in the opinion of the corpsman, the team member’s participation may jeopardize their safety or the safety of others. **Safety is anyone’s call.**

3. **Team Members.** Team members are expected to:
   a. Follow all safety rules and regulations on and off the firing point during the practice and competition.
   b. Meet the highest standards of conduct and decorum.
   c. Pay attention to and follow all instructions provided by the sanctioning official, range officer, and firing line officers while on or near the firing point.
4. **Substitutes.** Substitutes shall:
   a. Participate in all pre-competition preparations. Substitutions are allowed anytime prior to the start of competition.
   b. Substitute for an injured team member. A substitution may be made during competition if a team member is injured during the competition. Illness or disciplinary removal from the team is not cause for substitution once competition begins.
   c. Upon request of competition officials, assist with range duties.
   d. Assist their team with score and/or diary keeping.

5. **Equipment.**
   a. **Rifle.** Any single stroke or multi-pump spring-piston or pneumatic CO2 gas air rifle caliber .177. No modifications may be made, other than adjustments to the stock length for the competitor’s comfort in reaching the trigger. The sights cannot contain a lens or system of lenses. Telescopes are prohibited.
   b. **Shooting Jacket.** Not required.
   c. **Shooting Gloves.** Not required.
   d. **Spotting Scope.** Not required.
   e. **Targets.** The AR-5 target shall be used for all air rifle competitions.
      1) One single target shall be used for “zeroing.”
      2) Four “Ten-bulls-eye” targets shall be used for unit and battalion sanctioned competitions.
      3) Five “Ten-bulls-eye” target shall be used for regiment sanctioned competitions and 5 “Ten bulls-eye” targets shall be used at division and national sanctioned competitions.

6. **Firing Range.** Air rifle competition ranges shall be indoors.
   a. **Firing Point.** Each firing point shall be no less than five (5) feet wide, containing a three-inch wide firing line across all firing points.
   b. **Known Distance.** The distance of the target from the firing line shall be 10 meter (approximately 33 feet).
   c. **Backstop.** The overall depth of the firing range shall not be less than 45 feet from firing line to the backstop. *(see NRA and/or CMP regulations)*
7. **Range Personnel.** The minimum number of range personnel for competitions at all levels is four (4) Registered Adults. They are:

   a. One (1) Range Officer

   b. Two (2) Firing Line Officers

   c. One (1) Qualified Adult Corpsman (This registered adult should be a military medic/corpsman, emergency medical technician, nurse, physician, or physician assistant.

8. **Air Rifle Competition Format.** In the Young Marines Marksmanship competition, competitors will shoot in four (4) positions—prone, kneeling, sitting, and standing.

   a. In **unit and battalion sanctioned matches**, competitors will shoot a total of fifty (50) pellets. Under the direction of the Range Officer, competitors will shoot:

      1) Ten (10) pellets in the prone position
      2) Ten (10) pellets in the kneeling position
      3) Twenty (20) pellets in the sitting position
      4) Ten (10) pellets in the standing position

   b. In **regimental to national sanctioned matches**, competitors will shoot a total of sixty (60) pellets. Under the direction of the Range Officer, competitors will shoot:

      1) Twenty (20) pellets in the prone position
      2) Ten (10) pellets in the kneeling position
      3) Twenty (20) pellets in the sitting position
      4) Ten (10) pellets in the standing position

9. **Program Sponsor.** Please refer any questions regarding the Air Rifle Competition to the Training Department at National Headquarters at 800-717-0060 or by email to training@youngmarines.com.

10. **Scoring.** The following shall determine the score and ranking of the Young Marine for the purposes of the Young Marine Marksmanship Ribbon authorized devices.

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<th>Regimental &amp; above Competition</th>
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<td>375 – 500 Expert</td>
<td>450 – 600 Expert</td>
</tr>
<tr>
<td>250 – 374 Sharpshooter</td>
<td>300 – 449 Sharpshooter</td>
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<tr>
<td>125 – 249 Marksman</td>
<td>150 – 299 Marksman</td>
</tr>
<tr>
<td>0 – 124 Unqualified</td>
<td>0 – 149 Unqualified</td>
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</table>
1. **Small Bore Rifle Team.** The Air Rifle Team at all levels of competition shall consist of the following:

   a. **Three (3) Registered Adults.** The coaching staff consists of a team coach, assistant team coach, and corpsman (a registered adult with basic first aid training).

   b. **Twelve (12) Team Members.** Team members must be between the ages of 13 and 18 years old—two from each age group (two 13-year olds, two 14-year olds, two 15-year olds, two 16 year olds, two 17-year olds, and two 18-year olds).

   c. **Six (6) Substitute Team Members.** Substitute team members must be between the ages of 13 and 18 years old—one from each age group (one 13-year old, one 14-year old, one 15-year old, one 16-year old, one 17-year old, and one 18-year old).

2. **Registered Adults.**

   a. **Team Coach.** The team coach is responsible for ensuring that team members and substitutes:

      1) Meet the prerequisite requirements to participate on the unit rifle team.

      2) Adhere to all range safety rules and regulations both on and off the firing line.

      3) Intercede on behalf of the team on all matters between the team and competition officials.

   b. **Assistant Team Coach.** The assistance team coach shall:

      1) Assume and perform the duties of the Team Coach in his/her absence.

      2) Perform other duties as directed by the Team Coach.

      3) Assist sanctioning official in the conduct of the competition.

   c. **Team Corpsman.** The team corpsman is responsible for the health and well being of team members. The corpsman:

      1) Must be first aid and CPR qualified.

      2) Maintain the team medical kit, sick bay log and supporting documentation.

      3) Relieve any team member; if in the opinion of the corpsman, the team member’s participation may jeopardize their safety or the safety of others.

3. **Team Members.** Team members are expected to:

   a. Follow all safety rules and regulations on and off the firing point during the practice and competition.

   b. Meet the highest standards of conduct and decorum.

   c. Pay attention to and follow all instructions provided by the sanctioning official, range officer, and firing line officers while on or near the firing point.

4. **Substitutes.** Substitutes shall:

   a. Participate in all pre-competition preparations. Substitutions are allowed anytime prior to the start of competition.
b. Substitute for an injured team member. A substitution may be made during competition if a team member is injured during the competition. Illness or disciplinary removal from the team is not cause for substitution once competition begins.

c. Upon request of competition officials, assist with range duties.

d. Assist their team with score and/or diary keeping.

5. Equipment.

a. Rifle. Any rimfire .22 caliber rifle may be used. No modifications may be made, other than adjustments to the stock length for the competitor’s comfort in reaching the trigger. The sights cannot contain a lens or system of lenses. Telescopes and laser assisted sighting systems are prohibited.

b. Ammunition. Only .22-caliber rimfire short, long, or long rifle may be used.


e. Spotting Scope. Not required.

f. Targets. The following targets shall be used for all small-bore rifle competitions.

For indoor firing.

1) One single target ( TQ-1/(P) ) shall be used for “zeroing”.

2) Four “Ten-bulls-eye” targets ( A-17) shall be used for unit and battalion sanctioned competitions.

3) Five “Ten-bulls-eye” targets (A-17) shall be used for regimental sanctioned competitions and 5 “Ten bulls-eye” targets shall be used at division and national sanctioned competitions.

For outdoor firing.

1) One single target ( TQ-3/1 ) shall be used for “zeroing”.

2) Five “Five-bulls-eye” targets ( TQ-3/5 ) shall be used for unit and battalion sanctioned competitions. Two hits per bull for a total of ten hits per target.

3) Six “Five-bulls-eye” targets ( TQ-3/5 ) shall be used for regimental sanctioned competitions and 6 “Five bulls-eye” targets shall be used at division and national sanctioned competitions. Two hits per bull for a total of ten hits per target.

6. Firing Range. Small bore rifle competition ranges may be outdoors or indoors.

a. Caution. Lead poisoning in confined spaces is a real danger. Prior to using indoor ranges, ensure that the facility is properly ventilated.

b. Firing Point. Each firing point shall be no less than five (5) feet wide, containing a three-inch wide firing line across all firing points.

c. Know Distance.

1) The outdoor distance of the target from the firing line shall be 50 yards (approximately 150 feet).
2) The **indoor distance** of the target from the firing line shall be 50 feet.

d. **Backstop.**

1) The **outdoors overall depth** of the firing range shall not be less than 75 yards or 225 feet from firing line to the backstop.

2) The **indoors overall depth** of the firing range shall not be less than 75 feet from firing line to the backstop. Indoor ranges must have \( \frac{1}{4} \)-inch steel backstop.

7. **Range Personnel.** The minimum number of range personnel for competitions at all levels is four (4) Registered Adults. They are:

   a. One (1) Range Officer

   b. Two (2) Firing Line Officers

   c. One (1) Qualified Adult Corpsman (This registered adult should be a medical professional with an military medic or corpsman, emergency medical technician, nurse, physician, or physician assistant.

8. **Small Bore Rifle Competition Format.** In the Young Marines Marksmanship competition, competitors will shoot in four (4) positions—prone, kneeling, sitting, and standing.

   a. In **unit and battalion sanctioned matches**, competitors will shoot a total of fifty (50) bullets. Under the direction of the Range Officer, competitors will shoot:

      1) Ten (10) pellets in the prone position

      2) Ten (10) pellets in the kneeling position

      3) Twenty (pellets) in the sitting position

      4) Ten (10) pellets in the standing position

   b. In **regimental to national sanctioned matches**, competitors will shoot a total of sixty (60) bullets. Under the direction of the Range Officer, competitors will shoot:

      1) Twenty (20) pellets in the prone position

      2) Ten (10) pellets in the kneeling position

      3) Twenty (20) pellets in the sitting position

      4) Ten (10) pellets in the standing position

9. **Program Sponsor.** Please refer any questions regarding the Air Rifle Competition to the Training Department at 800-717-0060 or by email to training@youngmarines.com.

10. **Scoring.** The following shall determine the score and ranking of the Young Marine for the purposes of the Young Marine Marksmanship Ribbon authorized devices.

<table>
<thead>
<tr>
<th>Unit &amp; Battalion Competition</th>
<th>Regimen &amp; above Competition</th>
</tr>
</thead>
<tbody>
<tr>
<td>375 – 500 Expert</td>
<td>450 – 600 Expert</td>
</tr>
<tr>
<td>250 – 374 Sharpshooter</td>
<td>300 – 449 Sharpshooter</td>
</tr>
<tr>
<td>125 – 249 Marksman</td>
<td>150 – 299 Marksman</td>
</tr>
<tr>
<td>0 – 124 Unqualified</td>
<td>0 – 149 Unqualified</td>
</tr>
</tbody>
</table>
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Appendix F

Standard Operating Procedure for the Rifle Range

RANGE OFFICER/TOWER:

(Opening)

(At this time, all contestants and coaches report to the firing line and assemble at the firing positions you have drawn.)

(Prior to the beginning of the competition, the Range Officer will select one Assistant Coach to serve as the Competition Safety Officer)

(ONCE COMPETITORS AND COACHES ARE IN POSITION)

“The Competition Safety Officer will give you your safety brief at this time.”

SAFETY OFFICER:

(Safety Instruction)

“This range is now considered hot and will be treated as such until the conclusion of today’s competition.” The range safety rules are as follows:

• At all times, your rifle barrel will be pointed down range.

• Your rifle shall be on safe at all times until ready to fire.

• No one is allowed beyond the firing line without the consent of the Range Officer/Tower.

• Whenever the command to cease-fire is given, you will immediately stop firing, place your rifle on safe, set it aside, remain in the position and await further instructions.

• The Range Officer/Tower and Safety Officer are the only individuals that may direct you while on the firing line. Coaches may only coach, but not direct competitors to other positions, areas, or firing points.

• Do not load your rifle until instructed to do so by the Range Officer/Tower.

• All alibis will be handled at the conclusion of the string of firing. If you have an alibi, raise your hand immediately. Your coach will then pass this on to the Range Officer/Tower.

• Any infractions of these and other rules as set forth by the Young Marine Marksmanship SOP, the Range Officer/Tower, The Range Safety Officer, and the Young Marines Rules and Regulations, will result in you being removed from the firing line and/or the competition.”

“Are there any questions?”

(AFTER ANY QUESTIONS HAVE BEEN ANSWERED, THE SAFETY OFFICER WILL TURN THE RANGE OVER TO THE TOWER)
RANGE OFFICER/TOWER: “At this time, ensure that all weapons are cleared and are on safe. Set the rifle down on the designated area, and stand up.”

(Revised 5/2011)

(Revised 5/2011)

“With a single bull target and tape, move forward to the target location and affix your target to the target frame, then move back to the firing line and remain standing.”

(AFTER ALL HAVE RETURNED TO THE FIRING LINE)

“At this time you will have the opportunity to zero your rifle with six shots.”

“In the prone position, you will fire (3) shots at the single bull, make the necessary adjustments to your rifle, and then fire the remaining (3) shots.”

"Once you have completed this, clear your rifle, put it on safe and set it aside. Remain in the prone position until directed otherwise.”

“Coaches you now have control of your competitors until all have zeroed. You will alert the Range Officer/Tower when zeroing is complete.”

(AFTER ALL HAVE ZEROED)

“Cease fire, cease fire.”

“Clear on the left...clear on the right? The firing line is now clear. Clear all rifles. Coaches ensure that all rifles are safe.”

“Competitors set the rifle down on the designated area and stand up.”

“At this time, are there any alibis?” (If there are alibis, repeat string of fire above for alibis only.)

(AFTER ALIBIS HAVE BEEN HANDLED)

“Clear on the left...clear on the right? The firing line is now clear.”

“With one (five bull) target and tape, move forward to the target location and affix your target to the target frame, then move back to the firing line and remain standing.”
“Competitors, we are now beginning the competition phase. During the competition you will fire 50/60 shots in four shooting positions—the prone, the kneeling, the sitting, and the standing positions. The first string of fire will be conducted in the prone position.”

(PRONE POSITION)

“At this time, pick up your rifle and assume a good prone position.”

“In this string of fire, you will be firing 10 rounds at your 5 bull target from the prone position. Only two shots per bulls-eye is acceptable.”

“If a bull is hit more than twice, only the highest scored shot per bull will be counted. Bulls without a shot will be counted as a miss.”

“Once you have finished firing all ten shots, clear your rifle, place the rifle on safe, and set it on the designated area.”

“Remain in the prone position until otherwise directed.”

“Are we ready on the right? Are we ready on the left? The firing line is ready.”

“Commence firing.”

(AFTER ALL HAVE FIRED)

“Cease fire! Cease fire!”

“Clear all rifles. Place your rifle on safe and set it on the designated area.”

“Are we clear on the right? Are we clear on the left? The firing line is now clear.”

“Are there any alibis?” (All alibis are reported to the Range Officer. Range Officer repeats the string of fire for all alibis.)

(AFTER THE ALIBI STRING OF FIRE)

“Are we clear on the right? Are we clear on the left? The firing line is now clear.” “Are there any alibis? There are no alibis.”

“Competitors stand up.” (If this is a regimental or national match, replace the target and repeat the string of fire.)

“With one 5 bulls-eye target and tape, move forward to the target location and affix your target to the target frame, then move back to the firing line and remain standing.”
“Competitors, we will now begin the second string of fire in
the kneeling position.”

(KNEELING POSITION)

“At this time, pick up your rifle and assume a good kneeling
position.”

“In this string of fire, you will be firing 10 rounds at your 5
bull target from the kneeling position. Only two shots per
bulls-eye is acceptable.”

“If a bull is hit more than twice, only the highest scored shot
per bull will be counted. Bulls without a shot will be counted
as a miss.”

“Once you have finished firing all ten shots, clear your rifle,
place the rifle on safe, and set it on the designated area.”

“Remain in the kneeling position until otherwise directed.”

“Are we ready on the right? Are we ready on the left? The
firing line is ready.”

“Commence firing.”

(AFTER ALL HAVE FIRED)

“Cease fire! Cease fire!”

“Clear all rifles. Place your rifle on safe and set it on the
designated area.”

“Are we clear on the right? Are we clear on the left? The
firing line is now clear.”

“Are there any alibis?” (All alibis are reported to the Range
Officer. Range Officer repeats the string of fire for all alibis.)

(AFTER THE ALIBI STRING OF FIRE)

“Are we clear on the right? Are we clear on the left? The
firing line is now clear.” “Are there any alibis? There are no
alibis.”

“Competitors stand up.”

“With one five bulls-eye target and tape, move forward to
the target location and affix your target to the target frame,
then move back to the firing line and remain standing.”
RANGE OFFICER/TOWER:

(AFTER ALL ARE BACK ON THE FIRING LINE)

“Competitors, we will now begin the third string of fire in the sitting position.”

(SITTING POSITION)

“In this string of fire, you will be firing a total of 20 rounds. 10 rounds at one 5 bull target from the sitting position. Only two shots per bulls-eye is acceptable.” You will then replace the target when instructed and fire the remaining 10 rounds in the same manner.

“If a bull is hit more than twice, only the highest scored shot per bull will be counted. Bulls without a shot will be counted as a miss.”

“Once you have finished firing your first ten shots, clear your rifle, place the rifle on safe, and set it on the designated area.”

“Remain in the sitting position until otherwise directed.”

“Are we ready on the right? Are we ready on the left? The firing line is ready.”

“Commence firing.”

(AFTER ALL HAVE FIRED)

“Cease fire! Cease fire!”

“Clear all rifles. Place your rifle on safe and set it on the designated area.”

“Are we clear on the right? Are we clear on the left? The firing line is now clear.”

“Are there any alibis?” (All alibis are reported to the Range Officer. Range Officer repeats the string of fire for all alibis.)

(AFTER THE ALIBI STRING OF FIRE)

“Are we clear on the right? Are we clear on the left? The firing line is now clear.” “Are there any alibis? There are no alibis.”

“Competitors stand up.”

“With one five bulls-eye target and tape, move forward to the target location and affix your target to the target frame, then move back to the firing line and remain standing.”
RANGE OFFICER/TOWER: “Competitors, we will now begin the fourth string of fire in the standing position.”

(STANDING POSITION)

“In this string of fire, you will be firing 10 rounds at your 5 bull target from the standing position. Only two shots per bulls-eye is acceptable.”

“If a bull is hit more than twice, only the highest scored shot per bull will be counted. Bulls without a shot will be counted as a miss.”

“Once you have finished firing all ten shots, clear your rifle, place the rifle on safe, and set it on the designated area.”

“Remain in the standing position until otherwise directed.”

“Are we ready on the right? Are we ready on the left? The firing line is ready.”

“Commence firing.”

(AFTER ALL HAVE FIRED)

“Cease fire! Cease fire!”

“Clear all rifles. Place your rifle on safe and set it on the designated area.”

“Are we clear on the right? Are we clear on the left? The firing line is now clear.”

“Are there any alibis?” (All alibis are reported to the Range Officer. Range Officer repeats the string of fire for all alibis.)

(AFTER THE ALIBI STRING OF FIRE)

“Are we clear on the right? Are we clear on the left? The firing line is now clear.” “Are there any alibis? There are no alibis.”

“Competitors stand up.”

“Move forward to the target location and retrieve your target from the target frame, then move back to the firing line and remain standing.”

(AFTER ALL ARE BACK ON THE FIRING LINE)

“Competitors, keeping your rifle pointed down range, pick up your rifle.”

“After the Safety Officer checks your rifle and declares that it is clear and safe, you may exit the firing point and report to your coaches.”

(If applicable, begin the next relay. RANGE OFFICER/TOWER:)

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(Revised 5/2011)