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**STARFLEET MARINE
CORPS**



CADET MANUAL

Revision 2010

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STARFLEET MARINE CORPS
**MARINE CADET
MANUAL**
2010 EDITION



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Acknowledgements

This manual deals with those members of the SFMC who are considered Cadets. To do this some of the material included has been adapted from the MFM and the previous Youth manual. I would like to thank those that worked on those manuals and to Sean Niemeyer and Bruce O'Brien for their help in putting this new edition together.

Pronoun Disclaimer

In this manual, "he", "him", and "his" are used following the standard English-language grammatical convention to use these forms for gender-nonspecific pronouns. No sexist bias is intended. The convention is used merely for ease of writing and reading. There have been and hopefully always will be plenty of female members in the SFMC, and no slight to them is intended.



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SECTION 1 -

An Introduction for the Adult Marine

This publication is for use by members of the STARFLEET Marine Corps (SFMC), both adults and youth and should be used in conjunction with the Marine Forces Manual (MFM) and other marine manuals. This manual supersedes the previous Youth Manual and as you have noticed, it is now called the Cadet Manual. This name change was to bring the manual more in line with accepted nomenclature that is in use in the SFMC.

One of the first things you will notice is that this manual is divided into two parts; an adult section and a section for the cadets themselves. In the adult section, you will find information on: starting and running a Marine Training Unit (MTU), helping younger marines get their uniforms together, and rewarding young members with awards.

Since this is the Cadet Manual, I felt it was important to not only talk to the adults about how to run a MTU, but to also talk to the cadets themselves. This is after all their manual, and so you will find a section of this manual dedicated to the young marines. In this section, you will find information about the SFMC, the chain of command, uniforms, and how to qualify for awards.

Before we begin, you may be wondering what we mean when we say "Cadet". For the purposes of this manual it will be all members under the age of 18. However, please keep in mind that your older cadets maybe able to handle more responsibility and that is why cadets who are between the ages of 15 and 17 will be referred to as Cadet Leaders.

One more thing before we begin, please keep your own cadets in mind when you read this manual. While we have done our best to help with all age levels, your cadets may be able to do more. So, while this is a good, basic outline, the most important thing is to keep the abilities of your cadets in mind.

--

Brigadier General Lauren Niemeyer
Special Advisor to COINFOCOM

SECTION 2 - Age Groups in the SFMC

The SFMC has broken the Cadet program into four distinct age groups; youths that are 5 to 7 years old, youths that are 8 to 11 years old, youths that are 12 to 14 years old, and youths that are 15 to 17 years old. The Corps came up with these age groups because a cadet at the age of 5 cannot do the same things as a cadet at the age of 15.

Ages 5 – 7 (Cadet Grade 1): At this age, the cadets are very dependent on others. It doesn't matter what you are doing as a unit, the cadets at this age, have limited attention spans, like to run around, and cannot do much with out extra supervision. TRACOM provides limited testing to cadets in this age group, however there are no testing requirements.

Ages 8 –11 (Cadet Grade 2): At this age, cadets are not as dependent on others. They still need supervision, but are more independent and can do things on their own. This group loves to be active, run around, and have fun. Keep this group busy, and they will be happy. TRACOM provides some testing to cadets in this age group, however, there are no testing requirements.

Ages 12 – 14 (Cadet Grade 3): At this age, cadets are again not as dependent on others, but they begin to try to assert their own independence, however they still need supervision. Cadets in this group will start to break away from the younger cadets, so special activities for this age group may become necessary. This is a good age to start getting the cadets involved in the running of the MSG. As with the previous age group TRACOM provides some testing to cadets in this group, and once again there are no testing requirements. Cadets in the age group may, upon special request, take the PD-9.

Ages 15 – 17 (Cadet Grade 4): These are the cadets that can handle almost any task you give them and while you should never leave any youth alone, this is the age group that doesn't need you to look over their shoulder every few minutes. Remember these are the cadets that are transitioning to be fully-fledged marines and your Cadet Leaders. Give them the responsibility to go along with that title. Cadets at this age must take and pass the PD-9 and may also take the PD-10 if so desired. Even though the PD-10 is technically optional for these cadets, it is recommended that they take the course.

The 15 to 17 year old group in the SFMC Cadet program is a transitional phase and they are considered Cadet Leaders in the program. Even though the SFMC Cadet Program includes youths up to 17 years of age, the SFMC recognizes that not all Chapters or MSGs consider those youths as cadets. Therefore, there are two different progression tracks that may be taken by youths that fall into the 15 to 17 year age group.

2.1 Progression Tracks

1. The first track is that the youth remain in the Cadet program until they have reached the age of 18, at which time they would age out of the SFMC Cadet program and become a fully-fledged STARFLEET Marine, so long as they have met the requirements for doing so.
2. The second track is that the youth remain in the Cadet program until they reach the age of 15 or age out of their Chapter's cadet program. At this time the youth would be considered a fully-fledged STARFLEET Marine, so long as they have met the requirements for doing so. Please note that even though the youth at this point would be considered a fully-fledged STARFLEET Marine, many jurisdictions around the world consider anyone under the age of 18 to be a minor. As such, they still would require adult supervision and may be excluded from participating in certain SFMC activities based on their age. Please check with your local, state, and federal laws regarding the age limit on minors.

Which track is ultimately followed is left completely up to the Cadet, their family, and their Chapter.

2.2 Aging Out

Aging out is when the Cadet reaches either the age of 18 or reaches the age at which their Chapter no longer considers them a cadet. At this time, if the youth has met all the requirements for becoming a fully-fledged STARFLEET Marine, they are entitled to full SFMC rank and privileges. Youths at this point also decide whether or not to follow an enlisted or officer career and what their branch of service will be. It is advisable that before the youth ages out, you discuss the career tracks and the available branches of service with them.

When a cadet ages out, they become eligible for the Cadet Service Completion Award. Please see the MFM for award specifics.

SECTION 3 - The MTU

3.1 What is a MTU?

A MTU or Marine Training Unit is made up of cadets and is attached to an existing MSG (Marine Strike Group). A MTU is made for young marines ages 5 – 17, however, the ages of 15 – 17, will be used for your Cadet Leaders, which will be covered later in this manual.

3.2 Do You Need a Marine Training Unit?

Some MSGs will be able to incorporate cadets into their existing group with little or no difficulty. In order for this to work, it will depend on the marines in your MSG and the cadets. If you have only a few cadets, it may work better to incorporate them into your MSG, however, if you have a lot of cadets in your MSG, you may want to attach a MTU. In either case, this should be something that is discussed with the cadets and the other members of the MSG and Chapter.

If starting an MTU is not approved or not an option, this manual can still be used to help guide MSG OICs and other members of the MSG when dealing with cadets. Also, if a MTU is not started, then it is advised that discussions on how to best integrate the cadets into the MSG be held.

3.3 How to Start a MTU

If you decide to have an attached MTU, the first step should be to talk to your ships CO and MSG/MEU OIC. Once it is agreed that a MTU would work best with your MSG/MEU, the next step is to find a leader to be in charge of your MTU. This could be the person who first had the idea to attach a MTU, or some one who works well with children. A person who works with children, such as a teacher, or a parent, would probably be best. They know how to come up with activities that are age appropriate and will have a good foundation to start a relationship with the children.

Once you have selected your MTU OIC, the next position is the Cadet Leader. A Cadet Leader is an optional position, as not all MTUs will have the right age group or the right number of cadets for this position. A Cadet Leader is a cadet between the ages of 15 – 17. A Cadet Leader is someone who may be on the way to being ready to be a marine leader, but does not have the experience. The younger cadets may connect better to a Cadet Leader as they are someone who they know, closer to their age, and gives them a good role model to aspire to be like. A Cadet Leader is someone who can help the OIC run activities, help with reporting, and help keep an eye on younger cadets. Look at the Cadet Leader position as the training you wish you had once upon a time.

There are a few qualities you should look for when choosing a MTU OIC and Cadet Leaders. The only quality that would be different is the age requirement. While an OIC has to be at least 18 years old, the cadet leaders should be 15 – 17. Other qualities to consider include:

1. Being an active member of the chapter
2. Being fully aware of and willing to accept the responsibility
3. Being energetic and creative
4. Being able to work well with the MSG OIC and other unit leaders
5. Being able to communicate with both the cadets and their parents or guardians

Now that you have your OIC and your Cadet Leaders chosen, it is time to sit down with all of your cadets and try to decide on a nickname and a logo. Now your MSG will already have a nickname, but giving one to your MTU will give them their own identity, and if you give the cadets the chance to pick the nickname, they will have pride of ownership and will want to become more involved. The nickname can be a play on the MSGs nickname, or can be entirely different. The important part is that the cadets like it.

Logos are another way to give the cadets ownership of their MTU. The cadets themselves can design the logo, or they can contribute design ideas, and someone else can put it together. If someone else puts the design together, have the cadets color it. Once again, the important thing is that the cadets feel it is theirs. An additional bonus to having a logo is that you can have lots of activities based around the logo.

So you have a nickname and a logo and the next step is very important. You should contact the Commanding Officer Forces Command (COFORCECOM) to get your MTU listed in the SFMC heraldry as not to conflict with other MTUs, MSGs, etc. You want to make sure that your logo and nickname is truly original and your own. If you have any questions, please see the Marine Force Manual Section 3 or contact COFORCECOM.

SECTION 4 - A Few Things to Keep in Mind

Regardless of whether or not you decide that you need a MTU, keep a few things in mind. First thing to remember is that they are kids. When you plan an event, the cadets in your MSG are dependant on their parents or other marines just to get there. Also, when considering what activities you will be participating in, make sure to get the opinion of the cadets. In order for them to feel accepted by the MSG, they need to feel appreciated. Above all, be sure that the activities are age appropriate.

Next, remember that not all cadets will be able to participate at the same level. Make sure you have something set aside so that the cadet feels useful and included. Cadets at the younger ages may have short attention spans, and may not be able to be active during the entire activity. Make sure you have short, little jobs that they can accomplish, when they start to get antsy. Be careful, however; don't give them jobs that don't matter. Cadets will catch on quickly if they realize what they are doing is busy work. Give them the chance to help out and do what the rest of the MSG is doing.

Lastly, reward the cadets' hard work. A simple "thank you" to show they are appreciated for contributing will go a long way. Don't be afraid to come up with your own little awards. Think about how good you feel when you get a promotion or a new award. Now imagine how a Cadet will feel if he sees everyone in the MSG getting awarded and he gets nothing. Now, I'm not saying that you should put in a Cadet, who helped hand out pamphlets for Cadet of the Year. However, you can create a MSG certificate for "Busiest Cadet", or something similar. When you hand out an award, whether it is a MSG certificate, or a promotion, have a little ceremony. Invite the whole chapter and MSG and make sure the cadet feels appreciated. If you are putting the cadet in for a promotion or other SFMC award, and it can be done in a timely matter, consider having the award handed out at a Regional or an International Muster. Let the other marines know what great Cadets you have. Do it right, and you may just have a marine for life!

4.1 Testing Requirements

We all know that to become a SFMC Marine, you have to pass the PD – 10. This test gives you an introduction to the SFMC and its structure. Cadets have tests to take too. Currently TRACOM offers these courses through the Cadet Academy. These tests are designed to introduce the cadets to the Marine Corps, but at a level that they can understand.

Currently there are no testing requirements for Cadets in the 5-7, 8-11, and 12-14 age groups. It isn't until a Cadet enters the 15-17 age group that they must take and pass the PD-9. They may also take the PD-10, but that is purely optional. Now with that being said Cadets in the 12-14 age group, may, upon special request to TRACOM, take the PD-9.

Any Cadet who takes and passes the PD-9 is awarded the Cadet Initial Entry Training Award.

4.2 Cadet Promotions and Ranks

You always want to get the recognition that you deserve and the same holds true for cadets. When giving out promotions, you should follow the system already established by your chapter CO/Command Staff. The first thing to consider is whether or not the system in place is fair to cadets. If not, try to adapt the promotion system so that kids can achieve higher ranks. Once you are familiar with the promotion system, sit down with your cadets and explain it to them. Make sure they know what they have to do, whether it be collecting enough points, or serving for a certain amount of time. Make it clear that you don't get a promotion for being a nice guy. There are guidelines that need to be met in order for promotions to occur. Also let them know that the chapter CO grants promotions. This will help them understand the chain of command.

SECTION 5 - Uniforms

First things first, uniforms are not mandatory; however, they can and do add a whole new dimension to your role in the SFMC. We have uniform regulations so that all of our uniforms will look a like, and give a nice clean look to our uniforms. For the most part, we will follow the regulations and guidelines set for the entire SFMC that can be found in the MFM. There will be a few modifications made so that cadets, or more specifically their parents, don't have to run out and buy new uniforms every time they grow. Please note that while the uniforms listed in this section are the two major approved types, a cadet may wear any of the uniforms that are listed in the Uniform Section of the MFM. Please be aware, though, that since kids grow fast they can and will outgrow any uniform in a matter of months.

5♦1 Uniform Styles

Below, we will concentrate on two types of uniforms, and how to put them together. The two types of uniforms will be the Cadet Class A and the Cadet Class C.

Cadet Class A – Mess White



This is normally considered the second highest-level uniform for purposes of Uniform of the Day planning. Cadet Leaders or older Cadets have the option of either wearing the Cadet Class A or the standard Class A uniform. However if a cadet chooses to wear the standard Class A, no shoulder cord is worn. This uniform is also known as "Salt and Peppers"

Occasions for Wear

1. Social functions of a general or official nature
2. On other appropriate occasions.

When worn with long sleeves and white gloves, the Cadet Mess White Uniform constitutes a formal uniform and is the equivalent of a civilian tuxedo.

Composition: The Mess White Uniform is comprised of a white dress shirt, dress trousers, the black four-in-hand necktie (worn with a long sleeve dress shirt), accessories, and accouterments as authorized.

Dress White Shirt: A button down collared long or short sleeve shirt. The shirt is worn tucked into the trousers, so that the row of buttons, or gig line, lines up with the belt buckle and the closure of the trousers.

Trousers: Trousers should be a nice, black, straight leg pair of pants. **NO JEANS.** The trousers should be hemmed to hit your leg at the top of the shoe. The trousers should be plain and can either have pockets or not. Remember, these should be dress slacks. Unlike adult SFMC members Cadets do not have a blood stripe on their trousers.

Necktie Four-in-hand: A conservative, straight black tie without any designs, and is worn with the long sleeve shirt only. If a tie clasp is used to secure the tie, it must be small and plain in style. When tied properly, the tie should hit the top of your belt buckle.

Belt: A plain black belt is acceptable; however, a black web belt is preferred. If you wear the black web belt, your buckle should be gold. No matter which belt is worn, the buckle edge is to be aligned with the shirt and pant closure edges.

Headgear: A beret is the only headgear that is authorized for wear with this uniform. However, it is optional.

Footwear: Black dress shoes are to be worn with this class of uniform. **NO SNEAKERS.**

Insignia and Accouterments: The following list of items has been authorized for wear on the Cadet Class A uniform. Please note that shoulder cords are not authorized for wear on the Cadet Class A's or when a Cadet chooses to wear the standard Class A's.

1. **Insignia of grade** – worn on the tip of right collar. Insignia should be centered from the edges and 1/2 inch from the point.
2. **SFMC Insignia** – Word on the tip of the left collar. Insignia should be centered from the edges

- and 1/2 inch from the point.
3. **Decoration ribbons, full size** – worn on the left breast, where a pocket would be. If your shirt has a pocket, the ribbons should be centered above the pocket. They should be worn 1/2 inch above and centered on the top edge of the pocket.
 4. **Combadge** – worn centered 1/2 inch under the ribbons. If you have a pocket, it should be worn centered on the pocket.
 5. **Name Tag** – A 1 inch high by 3 inches wide engraved plastic nameplate is worn centered on and 1/2 above the right breast pocket. If there is no right breast pocket the bottom edge of the nametag should line up with the bottom edge of ribbons. The name plate has gold or white lettering on a black background, and shows the wearer's last name only.
 6. **Dress Gloves** – Gloves are to be white and worn only when authorized by local commanders.

FEMALE VARIANT

The Class A uniform for females is essentially the same, except where listed below.

Skirt, Dress: Instead of trousers, a simple and plain black skirt may be worn. The skirt should be hemmed so the edge of the skirt falls 1 inch above to 1 inch below the knee. The skirt can be with or without side hip pockets.

Headgear: A female cadet may wear the beret, as stated above. Another option is a US Navy Women's Service Hat. As stated above, headgear is optional.

Footwear: Plain black dress shoes are to be worn with black or nude hosiery or tights. No sandals or flip-flops. Your shoes can have a heel or not, whatever is most comfortable for you to wear. No hosiery or tights of other colors or with a pattern on them are permitted.

Cadet Class C – BDUs



This is normally considered the fourth highest-level uniform for purposes of Uniform of the Day planning. BDU's are widely available at Army/Navy stores and via mail order. Children's sizes are becoming available and can usually be found in mail order catalogs. If BDU's are not available, there are other options available.

Occasions to wear

1. On duty as prescribed by local commanders
2. On other appropriate occasions, as desired.

The BDU is authorized for year round wear by all personnel and is the normal service uniform for outdoor and/or tactical situations.

Composition: The top consists of a standard black BDU four pocket blouse with a gray T -shirt worn under it. The trousers are standard black BDU pants with cargo pockets. The material may be cotton (winter weight) or ripstop nylon (summer weight), but whatever material is used to make the shirt, the same must also be used to make the trousers, in order to present a standard appearance. The shirt is worn outside the trousers. This uniform is authorized for both males and females.

Belt: The black web belt is worn with the trousers, under the jacket. A black buckle may be worn when wearing subdued devices or insignia.

Headgear: The black eight-point cover, the black beret, or Black ball cap with SFMC, BDE or Unit patch affixed may be worn.

Footwear: Boots are required. Trousers may be worn bloused or unbloused.

Insignia and accouterments: The following list of items has been authorized for wear on the Cadet Class A uniform.

1. **Insignia of grade** - Worn on the tip of the right collar, centered from the edges and 1/2 inch from the point.
2. **SFMC Insignia** - Worn on the tip of the left collar, centered from the edges and 1/2 inch from

- the point.
3. **SFMC Patch** - Worn centered on the left shoulder, 1/2 inch below the shoulder seam.
 4. **BDE Patch** - Worn centered on the right shoulder, 1/2 inch below the shoulder seam.
 5. **Chapter/Ship Patch** - If worn, is worn centered on the right breast pocket.
 6. **Unit Patch** - If worn, is worn centered on the left breast pocket.
 7. **Name tape** - Stitched with plain, sans-serif gold lettering - worn centered on the right pocket with the bottom of the tape flush with the top pocket flap seam and running from pocket edge to pocket edge.
 8. **SFMC tape** - Stitched with plain, sans-serif gold lettering - worn centered on the left pocket with the bottom of the tape flush with the top pocket flap seam and running from pocket edge to pocket edge.
 9. **Combade** - If worn, is worn one inch above the SFMC tape and centered on it.

Cadet Class C – BDUs Variant

This BDU variant is approved for wear when normal BDU's are not available.

Occasions to wear

1. On duty as prescribed by local commanders
2. On other appropriate occasions, as desired.

The BDU is authorized for year round wear by all personnel and is the normal service uniform for outdoor and/or tactical situations.

Composition: The top consists of a gray or black T-shirt. The trousers are plain black jeans. The shirt should always be worn tucked in. This uniform is authorized for both males and females.

Belt: A plain black belt is acceptable; however, a black web belt is preferred. The belt should have a black buckle.

Headgear: Black eight-point cover, the black beret, or Black ball cap with SFMC, BDE or Unit patch affixed may be worn.

Footwear: Black boots or plain black sneakers are acceptable footwear. A note about sneakers however, **NO DESIGNS, CARTOON CHARACTERS, or OTHER COLORS** on the sneakers. Just plain, boring black sneakers. The sneakers can be tie or Velcro, it doesn't matter as long as they are plain.

Insignia and accouterments: The following list of items has been authorized for wear on the Cadet Class C uniform.

1. **Insignia of grade** - Worn on the right side of the collar.
2. **SFMC Insignia** - Worn on the left side of the collar.
3. **SFMC Patch** - Worn centered on the left shoulder, 1/2 inch below the shoulder seam.
4. **Unit Patch** - Worn centered on the right shoulder, 1/2 inch below the shoulder seam.
5. **Name Tag** – If worn, is a 1 inch high long by 3 inches wide engraved plastic nameplate is worn centered on and 1/2 inch above the left breast pocket (if the t-shirt has a pocket). If there is no left breast pocket the nametag should be placed on the upper part of the left breast. The nameplate has gold or white lettering on a black background, and shows the wearer's last name only.
6. **Combade** - If worn, is worn one inch above the nametag and centered on it.

5.2 Ranks and Insignia

The SFMC uses a rank structure and devices very similar to the 20th century United States Marine Corps and the United States Army. This is done for two reasons. First, we can use commercially available insignia with slight modifications. The modifications will make it our own, and yet because they are commercially available, they are easy to find. Second, it can be easily recognized by anyone as military type rank and insignia. An added bonus is that it fits very easily into the system already in place by STARFLEET.

5.3 Shoulder Cords

Cadets are not authorized to wear any of the branch shoulder cords nor are they authorized to wear a shoulder cord associated with any billet. Cadets are learning about the SFMC and should not be

specialized in a particular branch or hold certain billets. However Grade 3 Cadets are authorized to wear a Scarlet/Gray two-color Army style shoulder cord. Grade 4 Cadets are also authorized to wear the same Scarlet/Gray two-color Army style shoulder cord, however, they are also authorized to wear the cord with a scarlet hang cord with nickel tip.

5.4 Final Thoughts

Cadets use the same rank insignia as the rest of the SFMC.

Previously, patches were used for awards. The Corps has decided to do away with patches and use ribbons like the rest of the SFMC. It would be helpful if you helped the cadets set up their ribbon racks, so that they know how to assemble them.

Cadets can wear a combadge that is appropriate for their role-playing era. The combadge can be turned into a branch badge by adding the branch device in the center of the delta.

Cadets are going to look up to you as their role models. If they see you wearing uniforms they are going to want to. So the first thing you should do is get your uniform in order so that you can help the cadets get their uniform together.

SECTION 6 - Awards

Admit it...you like to get recognized for your hard work and dedication. When you do something nice, you want the recognition that goes with it. Kids are the same way. In the past, awarding patches has done this. However, this needlessly complicated matters since not everyone sews or could find the patches. So it has been decided that ribbons will replace the patches.

It is important to note that all kids can't do the same things equally. That is why the Corps has broken the cadets into different categories based on their age. This will enable the SFMC the ability to hand out more than one award. You can now hand out one in each age group, as listed in Section 2. This will give all cadets an equal chance of earning an award based on what they are capable of doing.

The recommendation process and the requirements to earn the awards remain the same. The only difference is that now instead of issuing one a year, you can issue up to four, on per age group. The description of each award and how to earn it are listed below.

It is important to note that the Corps is using the same ribbons for the Cadet Achievement Awards, as the rest of the SFMC. The only difference is that the cadets' ribbons will also have a good conduct knot ribbon device to denote a cadet award. It is possible to earn the same award more than once, just add another knot.

6.1 Cadet Awards and Aging Out

When a cadet ages out of the SFMC cadet program, whether the cadet is age 15 or 17, they are no longer authorized to wear any SFMC Cadet Achievement Awards. They may however continue to wear any SFMC Service and Training awards that they had been awarded during their time as a cadet. Upon aging out of the Cadet Corps the individual is eligible for the Cadet Service Completion Award, see the MFM for specifics for this award.

6.2 The Awards Procedure

To receive an award, the cadet has to be nominated for it by someone. Usually this involves the MTU OIC, MSG OIC, ship CO, or other Marine Cadets. An award recommendation is sent up the chain of command to the appropriate authority (issuing authority for each award is specified in the next section). If the cadet has met or exceeded the standards for that award, it will be authorized and then awarded to that cadet.

6.3 Eligibility for Awards

SFMC Cadet awards may normally only be awarded to MTU's. This means that in order to receive awards, individuals must be SFI members in good standing, and units must be listed as active and reporting for a minimum of 3 reporting periods. These limits are intended to reinforce and support the link between participation and communication that are essential for a successful fan organization.

6.4 Recommending Awards

Remember, although only certain persons can actually authorize each of these awards, they can be recommended by anyone in the Chain of Command. This is one reason why unit reports and good communication are so important. If the MTU OIC or Brigade OIC never hears about the things your unit has done, they certainly can't recommend an award.

6.5 Cadets and SFMC Awards

Cadets are not precluded from earning non-cadet SFMC awards. Members of the SFMC are encouraged to submit nominations for non-cadet SFMC awards for cadets. While some of the awards are not possible for cadets to earn based on their requirements, awards such as Leaders Commendation, Great Barrier, etc... can be awarded to cadets. The awards are worn on their ribbon rack and worn in the proper order of precedence in relation to the cadet awards (for more information on order of precedence please see Cadet Award Descriptions). For more information on the non-cadet SFMC awards and their requirements please see the MFM.

6.6 Multiple Awards

As with any award there may be times when a cadet will receive multiples of certain awards. Changing the Good Conduct Knot count on the ribbon attachment will denote multiple Cadet Achievement Awards. Good Conduct Knots in Bronze with 1-5 knots will denote that the cadet has been awarded a particular award 1 to 5 times. At the fifth award no more Good Conduct Knots will be added.

For regular SFMC awards, cadets shall affix stars as described in the SFMC MFM to denote multiple awards.

6.7 Cadet Award Descriptions

6.7.1 SFMC Cadet Achievement Awards (In order of precedence)

Cadets have their own Achievement Awards, namely because it would be unfair for adults and cadets to compete for the same awards given that there are tremendous differences in capabilities between the two. These awards are worn first on the ribbon rack, and ahead of any other SFMC awards.



SFMC CADET CROSS OF HONOR

(a)k(a) SFMC Cadet of the Year)

Issuing Authority: Commandant

Frequency: Annual (one award issued to one cadet per age group per year)

Ribbon Description: Gold with Good Conduct Knot

This award replaces the SFMC Youth Cross of Honor. This award is given to a Marine Cadet, that most exemplifies the spirit, image and attitude of the SFMC—the one who sets the standard for personal conduct, appearance, motivation, dedicated service and esprit de corps for which all STARFLEET Marine Cadets strive. The top three candidates for this award are selected, by the SFMC General Staff, from among the SFMC Cadet Cross of Valor recipients in the various units, and passes those names on to the Commandant for his selection of the final recipient. The recipient of the SFMC Cadet Cross of Honor is known as the “Marine Cadet of the Year.”



SFMC CADET SWORD OF HONOR

(a)k(a) SFMC Cadet Leader of the Year)

Issuing Authority: Commandant

Frequency: Annual (one award issued to one Grade 4 Cadet per year)

Ribbon Description: Jackson Ribbon with Good Conduct Knot

This award replaces the SFMC Youth Sword of Honor. This award is given to the Marine Cadet who most exemplifies the personal and professional standards of leadership valued by the SFMC. This individual has provided the highest standard of guidance and leadership to their fellow Marine Cadets, setting a standard of excellence for other leaders to follow. The top three candidates for this award are selected, by the SFMC General Staff, from among the SFMC Youth Sword of Valor recipients in the various units, and passed on to the Commandant for his selection of the final recipient.



SFMC CADET SHIELD OF HONOR

(a)k(a) SFMC Cadet Volunteer of the Year)

Issuing Authority: Commandant

Frequency: Annual (one award issued to one cadet per age group per year)

Ribbon Description: Akers Ribbon with Good Conduct Knot

This award replaces the SFMC Youth Shield of Honor. This award is given to the Marine Cadet who has made the most significant personal impact in community service efforts within the SFMC. This effort does not necessarily have to be on behalf of a SFMC campaign effort, but financial donations are specifically excluded as the basis for eligibility. Volunteering your time and hard work counts; simply writing a check doesn't. The top three candidates for this award are selected, by the SFMC General Staff, from among the Cadet Shield of Valor recipients in the various units, and passed on to the Commandant for his selection of the final recipient.

SFMC CADET STAR OF HONOR



(a)k(a) SFMC Cadet NCO of the Year)

Issuing Authority: SGM/SFMC

Frequency: Annual (one award issued to one cadet per age group per year)

Ribbon Description: Red and White with Good Conduct Knot

This award is given to the Marine Cadet NCO who most exemplifies the personal and professional standards of leadership valued by the SFMC NCO Corps. This Marine Cadet NCO has made a significant personal impact in community service efforts throughout their area, and through their actions and words, have provided the highest standard of guidance and leadership to their fellow Marines, setting a standard of excellence for other Cadet NCOs to follow. Normally, the General Staff selects the top three candidates for this award from among the Star of Valor recipients in the various brigades, and then passes those names on to the SGM/ SFMC for his selection of the final recipient.

SFMC CADET LEGION OF HONOR



(a)k(a) SFMC Training Detachment of the Year)

Issuing Authority: Commandant

Frequency: Annual (one award per cadet unit per year maximum)

Ribbon Description: Smith-Webber Ribbon with Good Conduct Knot

This award replaces the SFMC Youth Legion of Honor. This award is given to the Marine Cadet unit that most exemplifies the spirit, image and attitude of the Corps. This unit should set the standard for conduct, appearance, motivation and activity for which all STARFLEET Marine Youth units strive. The top three candidates for this award are selected, by the SFMC General Staff, from among the Youth Legion of Valor recipients in the various units, and passed on to the Commandant for his selection of the final recipient.

SFMC CADET CROSS OF VALOR



(a)k(a) Brigade Marine Cadet of the Year)

Issuing Authority: Brigade OIC

Frequency: Annual (one award issued to one cadet per age group per year)

SFMC Ribbon Name: Deidre Rickard Ribbon with Good Conduct Knot

This award replaces the SFMC Youth Cross of Valor. This award is given to the Marine Cadet that most exemplifies the spirit, image and attitude of the SFMC within a particular brigade—the one who sets the standard for personal conduct, appearance, motivation, dedicated service and esprit de corps for which all STARFLEET Marine Cadets in that brigade strive.

SFMC CADET SWORD OF VALOR



(a)k(a) Brigade Marine Cadet Leader of the Year)

Issuing Authority: Brigade OIC

Frequency: Annual (one award issued to one Grade 4 Cadet per year)

SFMC Ribbon Name: Bisig Ribbon with Good Conduct Ribbon

This award replaces the SFMC Youth Sword of Honor. This award is given to the Marine Cadet who most exemplifies the personal and professional standards of leadership valued by the Brigade. This individual, through their actions and words, has provided the highest standard of guidance and leadership to their fellow Cadets, setting a standard of excellence for other leaders to follow.



SFMC CADET SHIELD OF VALOR

(a|k|a|) **Brigade Marine Cadet Volunteer of the Year**

Issuing Authority: Brigade OIC

Frequency: Annual (one award issued to one cadet per age group per year)

Ribbon description: Kelley Ribbon with Good Conduct Knot

This award replaces the SFMC Youth Shield of Valor. This award is given to the Marine Cadet who has made the most significant personal impact in community service efforts within the Brigade. This effort does not necessarily have to be on behalf of a SFMC campaign effort, but financial donations are specifically excluded as the basis for eligibility. Volunteering your time and hard work counts; simply writing a check doesn't. Candidates for this award should be chosen from Cadets in a particular brigade who has received the Community Service Citation within the past year.



SFMC CADET STAR OF VALOR

(a|k|a|) **Brigade Marine Cadet NCO of the Year**

Issuing Authority: Brigade SGM

Frequency: Annual (one award issued to one cadet per age group per year)

Ribbon description: Red with Good Conduct Knot

This award is given to the Marine Cadet NCO who most exemplifies the personal and professional standards of leadership valued by the NCO Corps of a Brigade. This Marine Cadet NCO has made a significant personal impact in community service efforts throughout their area, and through their actions and words, have provided the highest standard of guidance and leadership to their fellow Marines, setting a standard of excellence for other NCOs to follow.



SFMC CADET LEGION OF VALOR

(a|k|a|) **Brigade Training Detachment of the Year**

Issuing Authority: Brigade OIC

Frequency: Annual (one award issued to one cadet per age group per year)

Ribbon Description: Matt Copple Ribbon with Good Conduct Knot

This award replaces the SFMC Youth Legion of Valor. This award is given to the Marine Cadet Training Detachment that most exemplifies the spirit, image and attitude of the STARFLEET Marine Corps within that Brigade. This detachment should set the standard for conduct, appearance, motivation and activity for which all Marine Cadet units in the Brigade strive



SFMC CADET BRIGADE SERVICE COMMENDATION

Issuing Authority: Brigade OIC

Frequency: As needed

Ribbon Description: Grey with Good Conduct Knot

This award replaces the SFMC Youth Service Commendation. This award is given to recognize Cadets who have rendered exceptional service to a particular brigade by demonstrating consistently outstanding performance over time.



SFMC CADET BRIGADE ACHIEVEMENT AWARD

Issuing Authority: Brigade OIC

Frequency: As needed

Ribbon Description: Strasser Ribbon with Good Conduct Knot

This award replaces the SFMC Youth Achievement Award. This award is given to recognize Marine Cadets who have rendered exceptional service to a particular brigade by performing a particular task or service to a high standard of excellence. Such accomplishment should be of regional significance and affect or reflect favorably on the brigade as a whole.

6.7.2 SFMC Achievement Awards

Cadets are only eligible for the following SFMC Achievement Awards; Meritorious Unit Citation and Leaders Commendation. Cadets may also be eligible for the Legion of Honor and the Legion of Valor if they are not members of a MTU. Cadets are **NOT** eligible for any other SFMC Achievement Awards.

6.7.3 SFMC Service Awards

SFMC Service awards may be awarded to cadets as well as adults. This is because the awards are very general in their nature and requirements, so many of the SFMC Service Awards can be earned by cadets. Please note that Cadets are eligible for all awards listed in the SFMC Service Awards section, with the exception of the Legion of Arms. These awards are worn after the Youth Achievement Awards and any SFMC Achievement Awards that the Cadet may have been awarded. Please see the SFMC MFM Awards Section for descriptions of the SFMC Service Awards.

6.7.4 SFMC Training Awards

Most of the SFMC Training Awards can not be earned by cadets at this time, however there are three that Cadets 12 to 17 years of age may earn. They are the Medical Proficiency Award, Marine Proficiency Ribbon, and the Cadet Initial Entry Training Award. These awards are worn after the SFMC Service Awards. Please see the SFMC MFM Awards Section for descriptions of the SFMC Training Awards.

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SECTION 7-

Introduction for the Marine Cadet

In this section of the manual, you will find information that has been gathered just for you. You will learn about the SFMC, the chain of command, the MSG and the MTU, and of course, awards.

While this manual is written for you, the Cadet, it is important to realize that there are many more manuals out there that you, as a marine should read. Depending on your age, some of them may be a little hard to read and/or understand, but that shouldn't stop you from trying. One very important manual is the MFM or the Marine Force Manual. This manual, while long and hard to read, will give you a great introduction to the wonderful world of the SFMC. From there, you can read any manual in any area that interests you.

This manual will serve as a very brief introduction to the SFMC, as well as how to get to be a fully-fledged marine. Hopefully, this manual will get you interested in the SFMC life, and you can continue on.

So let's get started.

SECTION 8 – The SFMC

8.1 What is the SFMC?

So you decided to join the SFMC, then maybe a little history lesson is in order. The STARFLEET Marine Corp is an affiliate of STARFLEET International. In order to be a member of the SFMC, you HAVE to be a member of STARFLEET. However, you do NOT need to be a real marine.

The SFMC is here to give a military feel to the Star Trek universe. The SFMC uses terms like: battalions, brigades, and strike groups. We will get into that more later. One thing that the SFMC is big on is volunteering. One of our biggest charities is the real life United States Marine Corp Toys for Tots, but you can help out with any charity you would like.

It is important to remember that the SFMC is a fan club and NOT a real life military organization. Your rank and uniform is to be used only when appropriate. Which usually means at STARFLEET or STARFLEET Marine Corps activities only.

This takes us to the two types of marines; active duty or reserve. An active duty marine is one who only wears his SFMC uniform and is addressed by his rank. An active marine attends all functions, from a chapter meeting to the International Conference, as a marine. A reservist is a marine that attends some functions as a marine and some as a STARFLEET member. A reserve member can be known by both their STARFLEET rank and their SFMC rank. A reservist will attend some functions in his STARFLEET uniform with his STARFLEET rank. Then, when he feels like it, or it is appropriate, such as at a SFMC event, will wear his SFMC uniform and rank. Its up to you to decide what type of marine you would like to be.

8.2 How to Become a Marine

Once you decide to be a marine the first step is to inform your parents. Once you and your parents have talked about you joining the SFMC, your next step is to talk to the Marine Strike Group (MSG) Officer-in-Charge (OIC). If your chapter does not have a MSG, then you should talk to your ship's CO, because you may be able to get a MSG started!

Once you have talked to everyone, your next step is to have fun. There are no required tests for you until you are 15 years old.

Your next step to becoming a Marine is to take the PD – 9 (PD is an abbreviation for Professional Development). This test is designed for cadets ages 15 to 17. This test is an introduction to the SFMC. It is an easy exam, and one that cadets this age should be able to complete by themselves. However, if you need help, ask your parents. Just remember that you are the one who has to come up with the answers because it is your test. **ALL ANSWERS CAN BE FOUND IN THE SFMC MANUALS.**

Now that you have taken the PD -9, you are eligible to become a fully-fledged marine. The last requirement is to be the age of 18. Generally until the age of 18, you are considered a cadet. This varies from ship to ship and is covered under Section 2, Aging Out.

If you are already 18 years or older and just deciding to become a marine, you must take the PD - 10. This serves as your introduction into the SFMC. All marines have taken and passed the PD – 10. However, if you are younger, and have taken the PD – 9, then you DO NOT have to take the PD – 10.

8.3 What does it mean to be a Marine?

The SFMC TRACOM (Training and Doctrine Command) Policies and Procedures Manual says “The STARFLEET Marine Corps and the STARFLEET Marine Corps Academy take honor, honesty, and above all, integrity, very seriously. Individuals who try to pass answers as their own that are not their own, or who willingly violate STARFLEET Marine Corps Academy testing procedures, bring discredit to not only themselves but the STARFLEET Marine Corps.” This does not only apply to only test taking, but to being a marine in general.

It is important to behave responsibly when you present yourself as a Marine Corp or STARFLEET member. Whenever you are out in public as a marine, your behavior is a reflection of the SFMC and SFI. Just like you want to do right by your family, the SFMC is an extension of your family. Marines always help each other and lend a hand when possible, so do the marines proud.

8.4 What is the Chain of Command?

The chain of command is important to any well-run organization. Whenever you have a problem, concern, or a suggestion, it is important to follow the chain of command. You do not want to bring something to the attention of the Commandant if it is something that can be handled at the brigade level. Besides, you don't want to go over someone's head; you want to follow the chain of command. It is like when you are in school, you don't go to the principal before you go to the teacher. It is the fastest and easiest way to get things done, and it works. To make sure you understand and follow the chain of command, we are going to break it down, and define each step.

1. **The individual marine/cadet:** This means you. You start the ball rolling. You are the ones who come up with ideas, or who have questions that need to be answered. It starts with you not being afraid to speak up!
2. **MTU OIC:** If your chapter has a Marine Training Unit you should talk to that OIC first. However, not all chapters have a MTU, so you may have to skip this step.
3. **MSG OIC:** These are the people you should be the closest to. They are the ones who run activities for your unit/chapter. They are the ones that interact with you the most and the MSG OIC and the Chapter CO can usually find the answers you are looking for. If you have a suggestion for an activity, these are the people who organize it for you. This person is in charge of just your chapter.
4. **Battalion OIC:** You may or may not know this person personally, but it is a good idea to at least know the name. If your MSG/Chapter has an activity that would work well for a larger area, your MSG OIC or Chapter CO can pass it on up the chain of command, and give more people the chance to participate. If your MSG OIC/Chapter CO does not have the answer to your question or concern, this is where they turn for the answers. This person is in charge of your state.
5. **Brigade OIC:** This is another person you may or may not know personally, but should know the name. The person who holds this position is very important. He runs the region, or group of states. This person is in charge of all the battalions in his region. He is the highest level on the chain of command for your area.
6. **CO Forces Command (COFORCECOM):** This person is in charge of all the brigades in the Corps. COFORCECOM is a member of the General Staff and helps the Commandant run the Corps. The G.S. is the closest to the commandant, and has his ear on a daily bases. The G.S. makes the policy for the corps.
7. **Deputy Commandant (DepDANT):** The person in this position is the second in command of the Corps. Just like your chapter/MSG has a XO, so does the Corps. The Deputy Commandant can take over if the Commandant is not able to do his job for whatever reason.
8. **Commandant (DANT):** This is the top of the chain of command. The commandant runs the Corps and reports its activities to STARFLEET. The Commandant is in charge and the chain of command doesn't go any higher for SFMC related issues.
9. **Vice Commander, STARFLEET (VCS):** While the Commandant is the highest level for the Corps, it is important to remember that the STARFLEET Marine Corps is an affiliate of STARFLEET International. Therefore, the Commandant reports all of the Corps activities to the Vice Commander STARFLEET. This helps keep SFI in the loop of all SFMC related issues. It also works in the other direction. Vice Commander, STARFLEET, will also let the Commandant know what is going on in SFI. It keeps the lines of communication open.

8.5 So What Is Your Role?

Your role is to be the best cadet you can be. Help out when needed, and make yourself available to the unit. We all have special talents and abilities so offer yours to the unit.

It is also your job to help come up with ideas and activities for your unit to do together. Never be afraid to speak up. Your voice is your most important tool. Your MSG OIC is always open to ideas and suggestions. After all, this is your unit, so make it your own. Volunteer to help out, even when others may not think they need it. Get all that you can get out of being a marine. Make the most of it.

You are the individual marine at the start of the chain of command. The Corps is here for you, to help you feel as though you apart of something bigger than you. It is a great feeling to belong to a great organization.

As with everything else in life, the older you get, the more responsibility you can handle. That is why, when cadets reach the ages of 15 to 17, they can become Cadet Leaders. This is a special position, for

cadets, that want to become leaders when they become full-fledged marines. This will give you some experience in leadership, which is always very valuable.

The Cadet Leader is a position at the MTU or MSG level, depending on what your chapter has. Cadet Leaders should have more responsibility than the other cadets. It is not your responsibility to write reports or anything of the like, but you may want to look at the reports that your units OIC send on, just to get a feel for what they are like.

Your responsibility should be to help the younger marines. When it comes to activities, make sure the younger cadets are involved and having a good time. Help the younger cadets if they need it or just help supervise them if that's all they need. You should help activities run smoothly and more importantly, act as a role model.

The younger cadets are going to look up to you. They are going to want to be you when they get older. Your job is to show the younger cadets all the benefits of being a marine. One last thing to remember, all cadets are the future of the Marine Corps. That is why it is important to get as much leadership experience as you can. Take full advantage of all the corps has to offer you.

SECTION 9 - Uniforms

It is important to remember that you do not have to have a uniform. It will add a more realistic feel to your involvement in the SFMC, but it is not a requirement. If you want a uniform, there are two choices. You could probably make your uniforms from things already in your closet, so there is no need to run out and buy one. Your parents will like that and be more likely to help you get all the accessories for your uniform if you already have the basics.

Once you have all the pieces of your uniform, it is time to put it together. You will need help, don't pretend that you don't. There are marines that have been marines for years, who still need help to put their uniforms together. Don't be afraid to ask for the help, no one will think any less of you. Take pride in your uniform, it is a reflection of you. Be proud of the ribbons you earned. Display them proudly on your uniform. Don't be ashamed because you only have a few ribbons; don't forget all marines started out with only one ribbon.

All uniforms should only be worn to SFI and SFMC related activities. These are not to be worn every day, in every situation. It is important to remember that not everybody will recognize your uniform or what it represents.

9♦1 Uniform Styles

Cadet Class A - Mess White



This uniform is also known as the "Salt and Pepper". It is the most formal uniform and the easiest to get put together. This uniform should not be worn every day, and should only be worn when appropriate. This uniform is made up of a white shirt with a collar. You will also need a black tie, black dress pants, not jeans, a black belt with a gold buckle, black socks, and a pair of black dress shoes.

White Dress Shirt: Your uniform shirt should be a button down shirt, and **MUST** have a collar. It would be better if your shirt had pockets, but it is ok if it doesn't. Your shirt can have either long sleeves or short sleeves. You can make it work as long as your shirt is white and has a collar. One last word about your shirt, it **MUST** be worn tucked into your pants. The row of buttons, or gig line, lines up with the belt buckle and the closure of the pants.

Black Tie: You have to wear a tie with the long sleeve shirt. It is the only time a tie is worn. When you wear a tie, it should be a thin, simple, plain tie. No designs or patterns. Plain and simple is best. When tied properly, the tie should hit the top of your belt buckle.

Black Belt: The belt that is called for with this uniform is a black web belt. However, if you cannot get one, a plain black belt will be acceptable. Either way, your buckle should be gold. Your belt buckle, pants zipper, and buttons on your shirt should all be lined up. This line makes what is called the gig line.

Black Pants: This uniform calls for black dress slacks. Black jeans are **NOT** acceptable. Your pants should be hemmed so they hit you at the top of the shoe. We don't want pants that are too long or too short. Neatness counts!

Footwear: Your shoes should be black dress shoes. **NO SNEAKERS.** You should have a pair of plain, black dress shoes with no design on them. Remember to wear black socks!

Headgear: The only headgear that has been approved for wear with this uniform is a black beret. You do not have to wear the beret to have a complete uniform. It is completely up to you.

FEMALE VARIANT

For female cadets, the uniform is very similar with just a few minor changes.

Instead of black pants, a female cadet may wear a plain black skirt. The skirt should be hemmed to 1 inch either above or below the knee. The skirt should be a plain straight skirt. No design or frill. The skirt can have pockets or not, its up to you.

When it comes to the shoes, a female cadet may wear plain black dress shoes with black or nude hosiery or tights. No sandals or flip-flops. Your shoes can have a heel or not, whatever is most comfortable for you to wear. No hosiery or tights of other colors or with a pattern on them are allowed.

The only other difference for the female uniform is the headgear. As with the male cadets, a female may choose to wear a black beret. However, if you want to, you may also choose to wear a US Navy Women's Service Hat. Also, has stated above, the headgear is optional and completely up to you whether or not to wear it.

Insignia and Accouterments: This is the part of the uniform that you are going to need the most help with. All insignia and accouterments have a very specific placement on the uniform. This is the hardest part of putting together a uniform. Don't be afraid to ask for help.

The following is a list of items that have been authorized for wear on the Youth Class A uniform. Please note that shoulder cords other than those for Cadet Leaders are not authorized for wear on the Cadet Class A's or when a Cadet chooses to wear the standard Class A's.

1. **Insignia of grade** – worn on the tip of right collar. Insignia should be centered from the edges and 1/2 inch from the point.
2. **SFMC Insignia** – Word on the tip of the left collar. Insignia should be centered from the edges and 1/2 inch from the point.
3. **Decoration ribbons, full size** – worn on the left breast, where a pocket would be. If your shirt has a pocket, the ribbons should be centered above the pocket. In either case they should be worn 1/2 inch above and centered on the top edge of the pocket.
4. **Combadge** – worn centered 1/2 inch under the ribbons. If you have a pocket, it should be worn centered on the pocket.
5. **Nametag** – A 1 inch high by 3 inches wide engraved plastic nameplate is worn centered on and 1/2 above the right breast pocket. If there is no right breast pocket the bottom edge of the nametag should line up with the bottom edge of ribbons. The nameplate has gold or white lettering on a black background, and shows the wearer's last name only.
6. **Dress Gloves** – Gloves are to be white and worn only when authorized by local commanders.

The other type of uniform that is authorized for wear is the Cadet Class C Uniform. This uniform is also known as Cadet BDUs. This uniform is not to be worn for a formal occasion. This uniform could be considered an every day uniform. When it comes to formal events, the Cadet Class A uniform is what you wear. When it comes to less formal events, such as a convention, or unit activity, a BDU is more appropriate.

Cadet Class C – Youth BDU



This uniform is the easier of the two uniforms to put together. It is a safe bet, that you have the basics for this uniform in your closet right now, if you aren't already wearing part of it. All you need for this uniform is a black or gray t-shirt and a pair of black jeans. Was that easy or what? Now, let's talk specifics.

Shirt: This uniform calls for a plain black or gray t-shirt. No designs, logos, or other colors. Your t-shirt can have a pocket or not, which ever you have. Your t-shirt is always worn tucked into your pants.

Pants: Plain, black jeans are all you need for this uniform. Make sure your jeans are plain, no designs on the pockets, or other embellishments.

Belt: A plain black belt is called for with this uniform. As with the other uniform, a black web belt is preferred, but if you can not get one, a plain regular belt will be acceptable. When wearing the BDUs, a black buckle is required.

Headgear: The black eight-point cover, the black beret, or black ball cap with SFMC, BDE or Unit patch affixed may be worn.

Footwear: Black boots or plain black sneakers are acceptable footwear. A note about sneakers however, **NO DESIGNS, CARTOON CHARACTERS, or OTHER COLORS** on the sneakers. Just plain, boring black sneakers. The

sneakers can be tie or Velcro, it doesn't matter as long as they are plain.

Insignia and accouterments: Just as with the other uniform, this is the hardest part of putting together a uniform. Once again, don't be afraid to ask for help.

The following is a list of items that have been authorized for wear on the Youth Class C uniform.

1. **Insignia of grade** - Worn on the right side of the collar.
2. **SFMC Insignia** - Worn on the left side of the collar.
3. **SFMC Patch** - Worn centered on the left shoulder, 1/2 inch below the shoulder seam.
4. **Unit Patch** - Worn centered on the right shoulder, 1/2 inch below the shoulder seam.
5. **Name Tag** - A 1 inch high by 3 inches wide engraved plastic nameplate is worn centered on and 1/2 above the left breast pocket (if the t-shirt has a pocket). If there is no left breast pocket the nametag should be placed on the upper part of the left breast. The nameplate has gold or white lettering on a black background, and shows the wearer's last name only.
6. **Combadge** - If worn, is worn one inch above the nametag and centered on it.

9.2 Shoulder Cords

If you are a Grade 3 Cadet you may wear a Scarlet/Gray two-color Army style shoulder cord. If you are a Grade 4 Cadet you may wear the same Scarlet/Gray two-color Army style shoulder cord with a scarlet hang cord with nickel tip.

9.3 A Few Final Thought on Uniforms

Uniforms are supposed to be fun, so enjoy wearing them. Show pride in yourself and your uniform. Be proud of all you accomplished. Show your ribbons proudly, no matter how many you have. Just remember we all have to start somewhere.

Also, remember, that uniforms are not required. If you don't want to have a uniform, that's fine. You don't have to have a uniform to participate in any activity.

Another suggestion is to come up with an idea for a unit t-shirt and wear that instead. Most chapters have a logo, and most of them have t-shirts made with their logo on it, so why not do it with a unit logo. If your unit doesn't have a logo, help create one and then pass it on to your MSG OIC. If it is approved, maybe you can all have a t-shirt decorating party, and make your own unit t-shirts.

SECTION 10 - Awards

It is very easy to earn awards. All you have to do is be an active and helpful marine. You will get recognized for all of your hard work. One of the ways marines are recognized is by the handing out of ribbons. The ribbons you are awarded are worn on your uniform. These show the rest of the Marine Corps all of your accomplishments.

There are awards that only cadets are eligible to receive, these are cadet awards. Cadets are also eligible to be awarded some of the regular marine awards. There are some awards, such as the Great Barrier award, that you as a cadet can earn. This award is given to any marine that travels more than 50 miles for an event.

If you want to see a full list of the cadet awards they can be found in this manual. The description will tell you how many of each award can be given out, and how often. It will also tell you how to earn each award. To see a full list of the regular marine awards please refer to the latest edition of the Marine Force Manual, or MFM. In that manual, you will find all the information you need on all awards offered by the Marine Corps. If you do not understand the descriptions don't hesitate to talk to your parents, your OIC, or another marine.

APPENDICES



APPENDIX A – Activity Ideas

There are many ideas for cadet activities. Sometimes it will not be possible for the cadets to participate in the same activities as the rest of the unit. That makes it more important to have activities just for the cadets every once in a while.

When choosing an activity take into account the age, ability, and interests of your cadets. That will make for the most successful activities. Listed below are just a few ideas for activities. Feel free to add to them, and make them your own. This is by no means a complete or final list. It is just a list to help get your brains going to think of your own.

One last note, listen to your cadets. Sometimes the best ideas come from the cadets themselves. They know what they like, and you may be able to have events based on their ideas. This will give cadets the feeling of owning their unit, and give them a sense of pride.

Activity 1 – Camping

This doesn't have to involve all that much planning. You can have it in someone's back yard. You can star gaze, tell scary stories, and it is a great way to bond with your cadets. You can have so much fun without leaving home. There is plenty to do on a campout, and you can adjust all activities to fit all ages in your unit.

Activity 2 – Museums

This is a great activity for the summer when your cadets don't have school. Many museums offer discounts during the week, and some may even have free days. Have a museum crawl. You can visit many different museums in a day and hit the exhibits that most interest your cadets. If you aren't near a lot of museums that give you the freedom to do something like this, than pick one. Make it fun. If you have fun, your cadets will. One of the best ways to get children interested in museums and have them learn something at the same time is an interactive science museum. Children will have so much fun touching everything and learning how every thing works. This is one that can't go wrong with any age group.

Activity 3 – Water Gun Fight

This activity requires a lot more supervision, and what kid doesn't have a water gun. Split the unit into at least two groups. Each group can wear a different color shirt, to tell teams apart. This will give the cadets a chance to strategize and learn combat techniques. It doesn't even have to be that organized. Let the kids be kids. Giving the kids the chance to run around and learn something at the same time is a win-win situation.

Activity 4 – Nature Walk

This activity can work anywhere. If you are near a state park, go there. If not, just walk around your town and see how many different types of plants and animals you can see. Make it a game. For example, the first cadet to see three different types of purple flowers or anything like that at all. You can also make it just more educational, and take cadets for a walk and see what every one can identify.

Activity 5 – Outings

Most major cities around the country offer music or plays outside. Most times, if you sit in the grassy area, there is no charge. So have a picnic and take in a show. This exposes your cadets to culture and makes them well rounded. And what could be better than a well-rounded marine? If your city doesn't offer anything like this, try your local community theater. You may just inspire some of your cadets to go into acting!

If your cadets show no interest in the arts, or your city doesn't offer them, there are plenty of other things you can do. Go miniature golfing. Go fishing. Go bowling. The idea is to get your cadets out into the community. They will see what is in their community and you may just find a new way to help out and volunteer your unit's time. Skies the limit!

Activity 6 – Laser Tag

This might be a little harder to find and once you do it may be expensive, so this is an activity that is going to require more planning and notice. However, if you can find it, your cadets will love it. It's running around in the dark and trying to hit your "enemies". The kids will have a blast. Trust me.

Activity 7 – “Paintball”

Now paintball may be more appropriate for your older cadets. There is the possibility of the cadets getting hurt, so you may want to make sure this is appropriate for your cadets. That doesn't mean, however, that your younger cadets have to be left out. Here is a great idea for younger cadets who may want to play their own version of paintball.

You can use the preparation portion for this game as an activity for your cadet. Allow them to make their own “ammo” and “vests”.

Items needed:

1. Ping-pong balls (different colors to denote teams)
2. Craft glue
3. Velcro (use the pointy side not the smooth side)
4. Sweatshirt for each child (use the same colored sweatshirt for member of the same team)

Use the craft glue to glue strips of Velcro to the ping-pong balls. Glue one strip around entire ball then another one going the opposite direction around the ball. Allow to dry. Turn sweatshirts inside out. For summer activity you may want to cut the sleeves out of the sweatshirt so cadets do not get too hot. The Velcro balls will stick to the inside out sweatshirt. Place armed teams on the opposite sides of room or playing area. Let them at it. You may want to have each team's flag, banner, etc, on the playing area as a goal for the opposing team to reach.

Activity 8 – Unit T-shirts

All units have logos or mottos or both, so why not put that on a t-shirt. Have the cadets design a t-shirt that has your units logo or motto on it. T-shirts can be bought fairly cheaply so can fabric paint, iron-ons, and other embellishments. Cadets will have so much fun designing their own t-shirts and wearing them proudly. They could become an unofficial uniform for your unit. Or wear it to activities where a uniform may not be appropriate.

APPENDIX B – Abbreviations and Military Terminology

Below you will find a list of abbreviations and military terminology that all marines should be familiar with. They will help you understand and communicate with other marines. The Corps uses a lot of abbreviations. So try to become familiar with as many of them as possible.

Abaft: Farther aft, as, “The plot room is abaft the bridge.”

Abeam: On a bearing of 90° (abeam to starboard) or 270° (abeam to port).

Aboard: In or on a ship. Sometimes used in reference to being in or on a station, when there is a close-by shore facility to avoid confusion.

Aerospace: 1. The atmosphere of a planet and the space immediately surrounding it. 2. The combat arm that conducts operations in aerospace.

Aft: Toward the stern. Not as specific as abaft.

After: Of two locations, the one farthest aft, as, “The after wardroom.”

All Hands: The entire ship's (station's) company.

Amidships: An indefinite area midway between the bow and the stern. “Rudder Amidships” means maneuvering thrusters are off, or employed equally to port and starboard so the ship does not change course in the XY plane.

Astern: Directly behind a ship.

Athwart: Across; at right angles to; perpendicular.

Away Mission: Any mission assigned to an Away Team, (this usually means it will take place off ship).

Away Team: A group of ship's personnel that are sent off ship for some specific purpose. Used to be called “Landing Party”.

Aye or Aye Aye: Reply to a command or order meaning “I understand and will comply” used aboard ship (many times used ashore as well, though sometimes supplanted by roger and/or wilco).

Battalion (BN): A unit of organization consisting of three or more companies, plus attached elements. Within the fan club, a battalion consists of all Marine units and personnel within a single state.

Battery: A company-sized artillery unit.

Beam: 1. The extreme breadth of a vessel; 2. A structural support; 3. A focused energy transmission; 4. To move by matter transporter.

Bear: The act of being located on a bearing, as, “The target bears 045 mark 3.”

BOS: Branch Of Service.

Brig: Confinement facility for prisoners aboard a vessel. Off ship facilities are known as jails or prisons.

Brigade (BDE): A unit of organization consisting of two or more Battalions. Within the fan club, a Brigade is equivalent to a STARFLEET Region. As an example, all units in Region 3 are in the Third Brigade.

Bulkhead: A wall on a ship.

Caliber: Measurement of a projectile's diameter, usually measured in millimeters or in hundredths of an inch.

CO: Commanding Officer

COFORCECOM: Commanding Officer, Forces Command **COINFOCOM:**

Commanding Officer, Information Command **COTRACOM:** Commanding

Officer, Training and Doctrine Command **Commandant:** The highest

ranking officer in the Starfleet Marine Corps. **Company:** A unit composed

of two to four platoons.

Division (DIV): The largest organizational unit within the Starfleet Marine Corps, consisting of two or more Brigades that are geographically associated in a specific manner. There are seven divisions in the SFMC.

Fire Team: The smallest level of organization in an infantry unit, consisting of four Marines. The standard fire team consists of a team leader, two infantrymen, and a light weapons specialist. Two to four teams make a squad.

Fleet Marine Force (FMF): One of the two general assignments all marine duties are divided into. The other is Garrison Force.

Garrison Force: One of the two general assignments all marines are rotated through during their careers. The other is Fleet Marine Force.

Gear: Equipment To get dressed/strap on all of your equipment is to "gear up".

Grunt: Slang for any combat soldier who is not a pilot of a vehicle or aerospace craft. Also used as a derogatory term by non-Marine personnel to describe Marines in general. Of course, most Marines consider this to be a compliment, so there's rarely any offense taken at the use of the term.

Gung Ho: From the Chinese language, it means "works together". Anyone who is enthusiastic and motivated is considered "Gung Ho".

Gunny: Slang for Gunnery Sergeant (grade E7).

JAG: Judge Advocate General. JAG officers are the military equivalent of lawyers.

Line Officer: An officer who commands combat troops. See also Staff Officer.

Local Commander: The SFMC member in charge at any specific event is considered the 'local commander'. For example, the 1BDE OIC would be the local commander for the 1BDE Muster (even if the Commandant is in attendance) and would specify the highest level uniform for the muster.

Marine Force Manual (MFM): The main SFMC operating document.

MSH (pronounced "mash"): Mobile Surgical Hospital

MCU: Marine Correspondence Unit, a unit which does most of it's activities through regular or electronic mail or via telephone.

MEU: Marine Expeditionary Unit, a unit without a host chapter in SFI, but whose members remain affiliated with the SFMC.

Mecha: A large, armed and armored vehicle that has a basic humanoid design (usually equipped with arms and legs). Better suited to rough terrain than AFVs and more versatile, but slower on open terrain and requires more maintenance.

MOS: Marine Occupational Specialty

MSG: Marine Strike Group

MTU: Marine Training Unit

NAVOP: Naval Operations

Non Commissioned Officer (NCO): Enlisted grades E4 through E9.

NCOIC: Non Commissioned Officer in Charge

Noncom: Another term for NCO, or Non Commissioned Officer.

OCC: Officer Command College, second of two officer training courses available through Starfleet Academy. You must complete OTS before you can take OCC.

OIC: Officer in Charge

Omega Team: A special operations force of particularly covert nature.

OTS: Officer Training School. The first step in becoming a STARFLEET officer is to take this course through Starfleet Academy.

Platoon: An organizational unit consisting of 3 (or more) squads. Platoons usually have an OIC (the Platoon Leader) and a NCOIC (the Platoon Sergeant).

RPS: Rock-paper-scissors, a very useful system of conflict resolution used by the SFMC in certain situations.

SCC Number: Your SFI membership number. It is usually a five digit number sometimes followed by a dash and the digits representing the region you live in (i.e. - 98035-12 for someone living in Region 12 when he joined the fan club).

SFA: STARFLEET Academy

SFI: STARFLEET: The International Star Trek Fan Association, Inc.

SFMC: STARFLEET Marine Corps

SFMCA: STARFLEET Marine Corps Academy

SGM/SFMC: Sergeant Major of the Starfleet Marine Corps, the highest NCO post in the Starfleet Marine Corps.

SOP: Standard Operating Procedure, a set of instructions that cover a standard situation and what needs to be done in such a situation.

SpecOps: Special Operations

Squad: An infantry unit consisting of two to four fire teams, plus a squad leader.

Squad Leader: The individual in charge of a squad, usually an experienced enlisted man or Junior NCO.

Squadron: A company-sized aerospace unit.

Staff Officer: Any officer assigned to a unit who is not directly responsible for the command of troops. A good example are the officers who run the intelligence, logistics, and personnel departments at a unit's headquarters.

Strike Group: A task-formed Marine Unit, usually assigned to a ship or station, which may be homogenous (all one service branch) or composite (elements from many branches) in nature. It is usually company-sized, but may be as large as a battalion based on requirements.

Task Force: A task-formed Marine Unit, which is almost always composite (elements from many branches) in nature. It is usually larger than battalion strength and composed of several different units or Strike Groups.

Task-Formed: A unit composed to accomplish a particular task. It may consist of an existing unit, or may draw from existing units to form a new unit. It may be permanently established or exist only until the task is accomplished.

Troop: A company-sized cavalry unit.

Uniform Code of Military Justice (UCMJ): The laws and regulations that real-world US military personnel are expected to follow.

USMC: United States Marine Corps.

About the SFMC Academy

The Starfleet Marine Corps Academy was established by Commander Starfleet in 2164 when it was determined that Starfleet Academy could no longer adequately meet the needs of both services. The historical home of the United States' Navy and Marine Corps academies, Annapolis, was selected as the new home of the SFMCA. The head of the Academy, known as DCO-Academy, TRACOM, is still headquartered at the main campus in Annapolis. The motto of the SFMCA is "Facta Non Verba" or, in Federation Standard, "Deeds not Words." This is reflected in the more informal academy slogan, "We lead by example... whether we mean to or not." The DCO-Academy, TRACOM reports to the Commanding Officer of the Training Command (COTRACOM) who, in addition to the SFMCA, oversees branch schools, enlisted personnel training, advanced technical schools, and periodic skill re-fresher courses. Most of these courses are held either at one of the SFMCA facilities, or at one of the many training facilities in the New Valley Forge system which is home to TRACOM. These facilities, together with an Oberth-class spacedock serving as TRACOM headquarters, comprise Station Valley Forge. Today, the SFMCA consists of 5 campuses, 8 training worlds, and 42 ranges and field courses throughout the UFP. Together with Station Valley Forge, the SFMCA comprises one of the largest and most advanced military training organizations in the known universe.

