

# South Gwinnett Comets

Cadet of the Month Study  
Guide

**PURPOSE**: This booklet is to be utilized as a procedure manual and study guide for cadets appearing before the Cadet of the month board.

\*Note: The J.R.O.T.C. Cadet of the month Board is an equal opportunity program. The term “he”, “him”, or “his” are used to avoid redundancy.

## **TABLE OF CONTENTS**

- Chapter I: Reporting to the Board
- Chapter II: Basic Knowledge
- Chapter III: Your JROTC Unit
- Chapter IV: Mission & Motto
- Chapter V: Phonetic Alphabet
- Chapter VI: Acronyms & Abbreviations
- Chapter VII: Drill & Ceremony
- Chapter VIII: Leadership
- Chapter IX: Uniform & Inspection
- Chapter X: Citizenship & American History
- Chapter XI: Flags
- Chapter XII: First Aid
- Chapter XIII: Current Events

## **CHAPTER I REPORTING TO THE BOARD**

1. Knock 3 times before entering the boardroom.
2. Walk in a military manner taking the most direct route until you are centered three steps in front of the President of the NCO or Cadet Board.
3. Salute and report “(Sir), Cadet (your rank and your last name) reporting to the President of the Board as ordered.” Do not drop your salute until the President of the Board drops his salute.

### **ANSWERING THE QUESTION**

1. Address the person.

OFFICER (MALE): Sir

OFFICER (FEMALE): Ma’am

C/CSM: Command Sergeant Major (CSM or SGT Major)

C/1SGT: First Sergeant

C/MSGT, C/SFC, C/SSGT, C/SGT: Sergeant

2. Repeat the question.
3. Answer the question.

#### **EXAMPLES:**

Q. Cadet Tan, what is the first objective of JROTC? A. Sir, the first objective of JROTC is good citizenship and patriotism.

Q. Cadet Tan, what is a directive? A. Sergeant-major, a directive is an oral order given by a commander to direct or cause a subordinate leader or lead element to take action.

Q. Cadet Tan, what is a map? A. First Sergeant, a map is a line drawing to scale a portion of the earth’s surface as seen from above.

## **CHAPTER II BASIC KNOWLEDGE**

What is meant by military courtesy?: Military courtesy is the respect and consideration shown to other personnel of the Armed Forces.

If you are in a room and an officer enters the room, what should you do?: If alone, come to attention and render the greeting of the day. If other personnel are in the room with you, call ATTENTION, and render the greeting of the day.

When do you salute?: When you meet and recognize a member of the Armed Forces entitled to the salute. Also, when the National Anthem, to the colors, Ruffles and Flourishes, or Hail to the Chief is played. When the national colors or standard passes by; on ceremonial occasions; in all official greetings; at reveille, when within sight of the flag or sound of the music; during the rendering of honors; or when passing by uncased colors outdoors.

When saluting a person, do you salute the uniform or the man?: You salute the uniform.

What action is taken when the flag is lowered?: Military personnel in uniform are at the position of attention and salute. Civilian personnel should remove their hats and place their hands over their heart.

When is the wearing of a hat in the building permissible?: When under arms.

What does the position of honor dictate?: The position of honor dictates that those of a lower rank walk or sit to the left of those of senior rank.

How do you show respect for the National Anthem when out of doors in uniform?: Stand at the position of Attention, face the music, and salute.

When talking to an officer, how should you address him/her to show proper military courtesy?: When talking to an officer one shows respect by addressing them as SIR or MA'AM.

What is meant by the flag being positioned at half-staff?: When the flag is posted at half-staff it is a sign of mourning.

What does LET stand for?: LET stands for Leadership, Education, and Training.

What is the key to success in the JROTC program?: The key to success in the JROTC program is teamwork.

What does JROTC stand for?: JROTC stands for Junior Reserved Officer Training Corps.

Who was the founder of JROTC?: The founder of JROTC was Captain Alden Partridge.

### **Chapter III YOUR JROTC UNIT**

Who is your Battalion Commander?

Who is your Battalion Executive Officer?

Who is your Battalion S-1 (Adjutant)?

Who is your Battalion S-2 (Intelligence and Security Officer)?

Who is your Battalion S-3 (Operations and Training Officer)?

Who is your Battalion S-4 (Logistics and Supply Officer)?

Who is your Battalion S-5 (Public Relations Officer)?

Who is your Battalion S-6 (Communications/Special Projects Officer)?

Who is your Battalion Command Sergeant Major?

Who is your Company Commander?

Who is your Company Executive Officer?

Who is your Company First Sergeant?

Who are the Platoon Leaders of your company?

Who are the Platoon Sergeants of your company?

Who are the Squad Leaders in your platoon?

What does the Honor Unit rating mean (BLUE star)?: The Honor Unit rating means that the Comet Battalion is in the top 20% of the nation's JROTC units.

Who is the SAI of the Comet Battalion?: The SAI of Comet Battalion is LTC Michael Pollen.

Who are the AI's of the Comet Battalion?: Sergeant First Class LaKentra McNeal and Chief Antavius Crawford.

## **CHAPTER IV MISSION & MOTTO**

MISSION OF JROTC To motivate young people to be better citizens.

MOTTO OF JROTC “Company Motto”



## CHAPTER V PHONETIC ALPHABET

A ALPHA (AL-FAH)

B BRAVO (BRAH-VOH)

C CHARLIE (CHAR-LEE)

D DELTA (DELL-TAH)

E ECHO (ECK-OH)

F FOXTROT (FOKS-TROT)

G GOLF (GOLF)

H HOTEL (HOH-TEL)

I INDIA (IN-DEE-AH)

J JULIETT (JEW-LEE-ETT)

K KILO (KEY-LOH)

L LIMA (LEE-MAH)

M MIKE (MIKE)

N NOVEMBER (NO-NEM-BER)

O OSCAR (OSS-CAH)

P PAPA (PAH-PAH)

Q QUEBEC (KEH-BECK)

R ROMEO (ROW-ME-OH)

S SIERRA (SEE-AIR-RAH)

T TANGO (TANG-GO)

U UNIFORM (YOU-NEE-FORM)

V VICTOR (VIK-TAH)

W WHISKEY (WISS-KEY)

X X-RAY (ECKS-RAY)

Y YANKEE (YANG-KEY)

Z ZULU (ZOO-LOO)

## **CHAPTER VI ACRONYMS, ABBREVIATIONS**

Acronym: Meaning

NCO: Noncommissioned Officer

NCOIC: Noncommissioned Officer In Charge

JROTC: Junior Reserved Officer Training Corps

ROTC: Reserved Officer Training Corps

COT: Commander of the Troops

CIC: Commander in Charge

TOE: Table of Organization and Equipment

US: United States

SGT: Sergeant

CPL: Corporal

SAI: Senior Army Instructor

AI: Army Instructor

BC: Battalion Commander

XO: Executive Officer

S-1: Adjutant or Personnel Officer

S-2: Security and Intelligence Officer

S-3: Operations and Training Officer

S-4: Supply Officer

S-5: Public Affairs/Historian Officer

S-6: Communications/Special Projects Officer

SAI Asst: Assistant to the SAI

## **CHAPTER VII DRILL AND CEREMONY**

You normally fall-in and start drill from what position?: One normally falls in at the position of attention.

A cadet can only talk during what drill position?: A cadet can only talk during the position of "Rest".

What command is given to stop a marching unit?: The command given is "Halt".

If you had a question on drill and ceremony, what book would you use to find the answer?: In the FIELD MANUAL 3-22-5, under DRILL AND CEREMONY.

In a company line formation, where is the Guidon?: Before the command "Post" and while forming the company, he/she is two 15 inch steps to the left and 1 step in front of the First Sergeant; after the command of "Post", he/she is two 15 inch steps to the left and 1 step in front of the company Commander.

When drilling, what is the correct length of the arm swing, both to the front and the rear?: The correct length of the arm swing, when drilling, is 9 inches to the front and 6 inches to the rear.

What is the correct number of steps taken in Double Time? Quick Time?: The correct number of steps taken in Double Time is 180 steps ( . . . Quick Time . . . 120 steps.)

All commands must be given from what position?: All commands are given from the position of attention.

When given the command "Open Ranks, March", how many steps are taken by the (1st, 2nd, 3rd, 4th) squad?: When given the command "Open Ranks, March", the (1st, 2nd, 3rd , 4th) squad takes (2 steps, 1 step, stay at Stand fast, 2 15-inch steps backwards).

## **LEADERSHIP**

List the four values possessed by a good leader.: Courage, candor, commitment, and competence.

What are the three styles of leadership?: The three styles of leadership are directing, delegating, and participating.

What must a leader provide his/her subordinates?: A leader must provide his/her subordinates purpose, direction, and motivation.

What is the definition of leadership?: The definition of leadership is the ability to direct and influence other to accomplish a task.

What is the definition of teamwork?: The definition of teamwork is working together to complete an assigned task on time with good results.

## **CHAPTER IX UNIFORM AND INSPECTION**

How is the uniform to be worn?: The uniform is to be worn with pride.

How is the JROTC insignia positioned on the garrison cap?: It is positioned on the left side one inch from the crease and centered vertically between the top of the braid and the bottom of the cap.

How are the ribbons positioned?: For males - on the left side one-eighth of an inch above the pocket and centered. For females - on the left side one-eighth of an inch above the imaginary line centered on the vertical line

How is the Honor Unit (Blue Star) worn?: For males - the star is worn one-fourth of an inch above the right pocket and centered. For females - the star is worn on the right side, one-fourth of an inch above the nameplate, and centered vertically.

What regulations cover the wear of the uniform?: The regulations that cover the wear of the uniform are the AR 670-1 and the CCR 145-2.

What does ACU stand for?: ACU stands for Army Combat Uniform.

What type of earrings can a female cadet wear with the Class A or B uniform?: The type of earrings that a female cadet can wear with the Class A or B uniform are small spherical earrings and do not exceed one-fourth of an inch in diameter.

Are male cadets allowed to wear earrings in uniform?: No, male cadets are not authorized to wear earrings in uniform.

What type of shirt is worn under the army blue coat?: The type of shirt worn under the army blue coat is the AG 415-1 long- or short-sleeved shirt.

What type of uniform is worn during ceremonies and social functions?: The type of uniform that is worn during ceremonies and social functions is the Class A or B uniform.

What type of uniform is worn during summer camp and for participation in special teams?: The type of uniform that is worn during summer camp and for participation in special teams is the BDU.

What color socks are worn with Class A or B uniform?: The color of the socks that are worn with the Class A or B uniform is black.

How is the nameplate worn on the Class A uniform?: For males - The nameplate is centered on the right pocket flap between the top of the pocket and the button. For females - The nameplate is 1 inch above the top button, centered horizontally on the right side of the coat.

## **CHAPTER X CITIZENSHIP & AMERICAN HISTORY**

What are the two ways to become an American citizen?: The two ways to become an American citizen are to be born in America or to be naturalized.

What is a citizen?: A citizen is a person who was born in a country and who owes allegiance to the government of that country.

What are the first ten amendments to the U.S. Constitution called?: The first ten amendments to the U.S. Constitution are called the Bill of Rights.

What are the three branches of the U.S. government?: The three branches of the U.S. government are the executive, legislative, and judicial.

What is patriotism?: Patriotism is the love and devotion one has for his or her own country.

What does the first amendment guarantee you?: The first amendment guarantees the freedom of speech, assembly, and religion.

Who was the first Commander of the Continental army?: The first Commander of the Continental army was General George Washington.

In which war did America suffer the most casualties?: The war in which America suffered the most casualties was in the Civil War.

Who wrote the "Star-Spangled Banner"?: Francis Scott Key wrote the Star-Spangled Banner.

When is the nation's birthday (also known as Flag Day)?: The nation's birthday is June 14th, also known as Flag Day



## **CHAPTER XI FLAGS**

What does the flag being positioned at half-staff mean?: The flag being at position at half-staff means a sign of mourning.

What are the three types of flags and their sizes?: The three types of flags and their sizes are: Garrison flag – 20 ft hoist x 38 ft. fly Post flag – 8 ft. 11 3/8 in. hoist x 17 ft fly Storm flag – 5 ft. hoist x 9 ft. 6 in. fly

What is a guidon?: A guidon is a swallow-tailed flag carried by companies, batteries, troops, and certain detachments.

What are the colors of the American flag and what do they stand for?: The colors of the American flag are red, white, and blue; red for hardiness and valor, white for purity and innocence, blue for vigilance, perseverance and justice.

What do the stripes and stars on the American flag represent?: The stripes on the American flag stand for the original 13 colonies and the stars represent the 50 states that make up the nation.

What is known as the “hoist” of the flag?: The hoist is known as the width.

What is known as the “fly” of the flag?: The fly is known as the length.

What is the ball on top of the flagpole called?: The ball on top of the flagpole is known as the truck.

When a number of flags, including the American, are displayed in a row, what position does the American flag take?: The American flag will be at the right of the line.

How is the flag raised to the half-staff position?: The flag is first hoisted to the top and then lowered to the half-staff position.

How is the American flag lowered from the half-staff position?: The American flag is first hoisted to the top then lowered.

When the American flag is worn out, how is it properly disposed of?: The American flag will be destroyed as a whole, privately, preferably by burning or some other method lacking, in any suggestion, of irreverence or disrespect.

How many stripes does the American flag have and how are they arranged?: The American flag has 13 stripes, 7 red and 6 white; the first and last stripes are red

## **CHAPTER XII FIRST AID**

What is first aid?: First aid is the emergency care given to the sick, wounded, or injured before medical personnel can administrate medical treatment.

What are the four life saving steps?: The four life saving steps are: 1) Open the airway and restore breathing, 2) Stop the bleeding, 3) Prevent shock, and 4) Dress and bandage the wound to avoid infection.

Name two ways to open the airway to restore breathing.: The two ways to open the airway are the head-tilt method and the jaw-lift method.

What are the two primary methods of administering artificial respiration?: The two primary methods to administrate artificial breathing is mouth-to-mouth and chest-pressure arm lift.

What is the preferred method of controlling severe bleeding?: The preferred method for controlling severe bleeding is the use of pressure dressing.

Name some of the symptoms of shock.: Some of the symptoms of shock are restlessness, thirst, pale skin, and rapid heartbeat.

Name two types of fractures.: Two types of fractures are closed and open fractures.

Why is a fracture immobilized?: A fracture is immobilized to prevent the razor-sharp edge of the bone from moving and cutting tissue, muscle, blood vessels, and nerves.

What is self-aid?: Self-aid is the emergency treatment one applies to oneself.

Name three types of bleeding.: The three types of bleeding are arterial, venous, and capillary.

## **CHAPTER XIII CURRENT EVENTS**

Knowledge of current events is left up to the cadet so as to ensure that the cadet has taken the initiative, determination, and time to investigate the news and thus proving that they want to win.