

## **Cadet/NCO LET/Monthly Board Packet**

### **Let 1 Questions**

1. What is the mission of JROTC?
  - a. The mission of JROTC is to motivate young people to become better citizens.
2. What is the key to success in the JROTC program?
  - a. The key to success in the JROTC program is teamwork.
3. What does the torch represent on the JROTC Corps Insignia?
  - a. The torch on the JROTC Corps Insignia represents knowledge.
4. How should the JROTC uniform be worn?
  - a. The JROTC uniform should be worn with pride.
5. When you salute during the playing of "The Star Spangled Banner," who are you saluting?
  - a. You are saluting your nation.
6. Being a good follower is an important part of what concept?
  - a. Being a good follower is an important part of being a good leader.
7. What is meant by the term "tack"??
  - a. Tact is the ability to deal with people effectively in a responsible manner.
8. If outdoors during the National Anthem, a person in uniform and not in formation should do what?
  - a. Come to the position of attention, face the music (or flag, if seen), and salute.
9. What is likely to happen to a person with a severe injury?
  - a. A person with a severe injury is likely to go into shock.
10. What are the 5 basic map colors?
  - a. The five basic map colors are: red, blue, green, Brown, and black.
11. Who is the father of JROTC?
  - a. The father of JROTC is Captain Alden Partridge.
12. When and where did JROTC begin?
  - a. JROTC begin in 1819 at what is now known as Norwich University.
13. What is a map?
  - a. A map is a portion of the Earth's surface, drawn to scale, as seen from above.
14. What are the two parts of an oral drill command?

- a. The two parts of an oral drill command are the Preparatory command and the command of execution.
15. What does CPR stand for?
- a. CPR stands for cardiopulmonary resuscitation.
16. What are the three North's that are indicated on a military map?
- a. True North, Grid North, and Magnetic North.
17. What is the name of the ball that sits at the top of the flag pole?
- a. The Truk
18. During drill, what is the length of a step?
19. A step is 30 inches in length.
20. What is the rule for reading a set of coordinates on a map?
- a. Read to the right and up.
21. What is the length of a proper arm swing when marching?
- a. 9 inches to the front, six inches to the rear.
22. When marching, who is the only person that is never out of step?
- a. The Platoon guide or leader.
23. What is an award?
- a. A decoration, medal, badge, ribbon, or appurtenance bestowed on an individual or unit.
24. Describe the position "Rest".
- a. You may move or talk unless otherwise specified. You must remain standing with your right foot in place.
25. Who is responsible for the training and appearance of the color guard?
- a. The command sergeant major.
26. What is self aid?
- a. Emergency treatment you apply to yourself.
27. What is the proper way to way to address an Officer?
- a. By rank, ma'am, or sir.
28. What is military bearing?
- a. Projecting self confidence and certainty in the unit's ability to succeed and whatever it does; able to demonstrate composure and outward calm through steady control over emotion.
29. Who is responsible for all enlisted cadets?

- a. The command sergeant major.
- 30. What is your leading foot in marching?
  - a. The left foot.
- 31. What is the distance of of your ribbons from your pocket?
  - a.  $\frac{1}{8}$  of an inch.
- 32. What is the distance between your ribbons?
  - a.  $\frac{1}{8}$  of an inch.
- 33. When can the American flag be flown upside down?
  - a. During an emergency to alert someone.
- 34. How many stripes are on the American flag?
  - a. 13; 7 red and 6 white.
- 35. What is a guidon?
  - a. A flag that identifies a company.
- 36. What is authority?
  - a. The right to direct a soldier to do certain things.
- 37. What is proficiency?
  - a. The ability of a soldier or a unit to accomplish assigned missions to standard.
- 38. What is esprit de corps?
  - a. The spirit of a unit.
- 39. What is morale?
  - a. The individual's State of Mind.
- 40. What is discipline?
  - a. Prompt obedience to orders and the initiation of proper action in the absence of orders.
- 41. Where does the arrow on a compass always point?
  - a. North
- 42. What are two types of courage?
  - a. Physical and Mental
- 43. What are the 8 staff positions?
  - a. S-1, S-2, S-3, S-4, S-5, CSM, XO, and BC
- 44. How do you become a U.S. Citizen?
  - a. Birth or naturalization
- 45. What does FM stand for?

- a. Field Manual
- 46. What does AR stand for?
  - a. Army Regulation
- 47. How many degrees are in a CIRCLE?
  - a. 360
- 48. Define responsibility.
  - a. Being accountable for what you do.
- 49. What is the role of the CSM?
  - a. Senior Enlisted Advisor to the Battalion Commander.
- 50. How many sights does a compass have?
  - a. 2
- 51. What are the three phases of physical conditioning?
  - a. Preparatory, conditioning, and maintenance.

### **Let 2 Questions**

- 52. What is the official date the army was founded?
  - a. June 14th, 1775.
- 53. What are the primary concerns of a leader?
  - a. The accomplishment of the mission and the welfare of his troops.
- 54. What are the 14 leadership traits?
  - a. The 14 leadership traits are: Bearing, courage, dependability, decisiveness, endurance, enthusiasm, initiative, Integrity, judgment, Justice, knowledge, loyalty, Tact, and unselfishness.
- 55. What are the 7 army values?
  - a. Loyalty, duty, respect, selfless service, honor, integrity, and personal courage.
- 56. What are the three methods used to teach drill?
  - a. Step by step, by the numbers, and talk through.
- 57. How is a marching step measured?
  - a. Heel to heel
- 58. What are the four movements in marching that require a 15-inch step?
  - a. Half step, left step, right step, and backward March.
- 59. What is the command given to revoke an improperly given Preparatory Command?
  - a. As You Were

60. How many steps does each of the four ranks take when a platoon is given Open Ranks March?
- First Squad- 2 steps, Second Squad- 1 step, Third Squad- stand fast, Fourth Squad- 2 half steps back.
61. What is a muster formation?
- A formation to call roll to determine accountability of personnel.
62. What is first aid?
- The immediate care given to the sick, injured, or wounded by non-medical Personnel until professional medical treatment can be obtained.
63. What assistance is given to restore heartbeat?
- CPR
64. When would you remove a tourniquet?
- Never, wait for medical professionals.
65. What are three heat injuries?
- Heat exhaustion, heat stroke, and heat cramps.
66. What must a leader do?
- Provide purpose, provide direction, and provide motivation.
67. What are the four life-saving steps?
- The four life-saving steps are: open the airway/restore breathing, stop the bleeding, treat for shock, and bandaged the wound.
68. What are the symptoms of heat exhaustion?
- The symptoms of heat exhaustion are: dizziness, faintness, paleness, and cool moist skin.
69. What is meant by "Span of Control"?
- The number of subordinates one can effectively control, supervise, or direct.
70. In marching drill, what are the positions of rest at halt?
- The positions of rest at halt are: parade rest, stand at ease, at ease, and rest.
71. What are the indicators of good leadership in a unit?
- The indicators of good leadership are: moral, discipline, Esprit de corps, and proficiency.
72. What does the Truk represent?
- The truk represents "the shot heard around the world" fired on April 19, 1775 at Lexington, Massachusetts.

73. For what do the colors Red, White, and Blue stand for on the American flag?
- Red- hardiness and valor; White- purity and innocence; Blue- vigilance, perseverance, and justice.
74. What is the proper way to dispose of an unserviceable flag?
- By burning or some other method that does not bring disrespect to the flag.
75. Identify the five basic U.S. flags used by the army?
- Garrison, Post, Field, Storm, and internment.
76. What is the purpose of leadership?
- Successful accomplishment of the mission.
77. What are three types of leadership?
- Delegate, director, and participate.
78. From where does command authority come from?
- The rank and position you hold.
79. What is an NCO'S principal duty and responsibility?
- Training
80. Are leaders required to counsel subordinates?
- Yes
81. What are some basic counseling skills?
- Listening and watching, responding, and guiding.
82. What accurate information can maps give when used correctly?
- Distance, locations, Heights, best routes, and key terrain features.
83. What are the five major terrain features found on a map?
- Hill, Ridge, Valley, Seattle, depression.
84. What is longitude?
- A measure of distance east or west of the Prime Meridian.
85. What must be done to a map before it can be used?
- It must be oriented.
86. What are the characteristics of good leadership?
- Morale, Discipline, Esprite De Corp, and Proficiency.
87. What is the Sergeant's business?
- To train and Lead soldiers.
88. What is the NCO Support Channel?
- It is the channel of communication that reinforces the chain of command.

89. How does the Chain of Command support the NCO support channel?
- By legally punishing those who challenge a Sergeant's Authority.
90. Define duty.
- Duty is a legal or moral obligation to do what should be done without being told to do it.
91. What is the unique feature of type "O" blood?
- It is a universal donor.
92. What are the signs and symptoms of heat cramps?
- Cramping in the extremities (arms and legs), abdominal cramps (stomach), and excessive sweating.
93. From what position are all stationary movements given?
- The position of attention.
94. On what foot would you give the command "Mark Time March"?
- On either foot.
95. When using a map, what does the term relief mean?
- A variation in the height of the Earth's surface.
96. What formations are given to do PT?
- Extended rectangular and circular formation.
97. What is the command given to to recover from PT?
- Assemble to the right march.
98. What is physical fitness?
- Having sound health, strength, and endurance, which sustain emotional health and conceptual abilities under prolonged stress.
99. What are the 3 styles of leadership?
- Delegate, direct, and participate.
100. What is purpose?
- Purpose gives subordinates the reason to act in order to achieve a desired outcome.
101. What is direction?
- Providing clear direction involves communicating how to accomplish a mission: prioritizing tasks, assigning responsibility for completion, and ensuring subordinates understand the standard.
102. What is motivation?

- a. Motivation supplies the will to do what is necessary to accomplish a mission.
- 103. A leader's effectiveness is dramatically enhanced by understanding and developing what areas?
  - a. Military Bearing, Physical Fitness, Confidence, and Resilience.
- 104. What is resilience?
  - a. Showing a tendency to recover quickly from setbacks, shock, injuries, adversity, and stress while maintaining a mission and organizational focus.
- 105. What does influencing mean?
  - a. Getting people (Soldiers, Army Civilians, and Multinational Partners) to do what is necessary.
- 106. What is direct leadership?
  - a. Direct leadership is face-to-face, first line leadership.
- 107. Attributes of an Army leader can best be defined as what an Army leader is. What are the attributes of an Army leader?
  - a. A leader of character, presence, and intellectual capacity.

### **Let 3 Questions**

- 108. In marching, what is meant by drill?
  - a. Movement by a unit in an orderly manner from one place to another with the movements executed in unison with precision.
- 109. What are three methods to open an airway?
  - a. Head tilt, chin lift method, and the jaw thrust.
- 110. What are the ways to control bleeding?
  - a. Using pressure bandages, using pressure points, elevating the bleeding, and applying tourniquet.
- 111. How will you know you are in the right location when applying digital pressure to control bleeding?
  - a. You will feel a pulse.
- 112. When did Congress pass the ROTC Vitalization Act?
  - a. 1964
- 113. Why should training aids be used?
  - a. They appeal to the senses, interest the learner, develop understanding, and save time.



114. What is the definition of military leadership?
  - a. Military leadership is the process of influencing individuals in such a way as to accomplish the mission.
115. When using a map what is meant by the term "relief"?
  - a. Relief is a variation in height of the Earth's surface.
116. What are the four parts of a lesson plan?
  - a. Introduction, explanation, review, and supplementary information.
117. How many steps should separate a platoon when a company is formed?
  - a. 5 Steps
118. How does one treat for shock?
  - a. Place victim on back, elevate feet, loosen clothing, keep victim warm, and do not get food/drink.
119. When did congress first authorize the actual formation of the Reserve Officer Training Corps?
  - a. 1916
120. What is meant by the term "contour interval"?
  - a. The vertical distance between adjacent contour lines on a map.
121. What are the three burn classifications?
  - a. First degree- reddening of the skin; Second degree- blistering; Third degree- charred flesh.
122. Name the three types of leadership action skills?
  - a. Providing Direction, providing motivation, and implementing action.
123. What are the three minor terrain features?
  - a. Draw, spur, and cliff.
124. What are contour lines?
  - a. Elevations in the Earth's surface.
125. What is the fastest and most accurate way to orient oneself with a map?
  - a. Use a compass
126. Which type of order provides subordinate commanders' essential direction to plan and execute operations normally related to tactical activities and should only contain enough detail to as necessary for subordinate commanders to issue their own orders?
  - a. Operation Order
127. What are the key elements of command?

- a. Authority and Responsibility
128. Why should you dress and bandage the wound as soon as possible?
- a. To protect the wound from further contamination of germs, and also to control the bleeding.
129. Should you ever remove or loosen a tourniquet?
- a. No, only qualified medical personnel can do that.
130. What are the signs and symptoms of heat exhaustion?
- a. Excessive sweating with pale, moist, cool skin, headache, weakness, dizziness, loss of appetite, cramping, nausea (with or without vomiting), Urge to defecate, chills (gooseflesh), rapid breathing, tingling of hands/feet and confusion.
131. What are the signs and symptoms of heat stroke?
- a. Skin is red, hot and dry, weakness, dizziness, confusion, headaches, seizures, nausea, stomach pains or cramps, respiration and pulse may be rapid and weak, and unconsciousness and collapse may occur suddenly.
132. When should a tourniquet be used to stop bleeding?
- a. As a last resort when everything else has failed or when an arm or leg has been a severed off.
133. What does AED stand for?
- a. An AED is an automated external defibrillator.
134. What Field Manual covers Drill and Ceremony?
- a. FM 3 - 21.5
135. What is the 6th map color?
- a. Yellow
136. What does the key word FITT stand for?
- a. Frequency, intensity, time, and type.
137. What does MFT stand for?
- a. Master Fitness Trainer
138. What are 7 basic principles of exercise?
- a. Regularity, progression, Overload, balance, specificity, variety and Recovery.
139. What are 5 components of physical fitness?
- a. Cardio respiratory endurance, muscular strength, muscular endurance, flexibility, and body composition.
140. When was the position of Sergeant Major of the Army established?

- a. July 4, 1966
- 141. Define leadership.
  - a. Leadership is influencing people by providing purpose, Direction, and motivation while operating to accomplish the mission and improving the organization.
- 142. What are the three principal ways that leaders can develop others through which a way they provide knowledge and feedback?
  - a. Counseling, Coaching, and Mentoring.
- 143. What are three core domains that shape the critical learning experiences throughout soldiers' and leaders' careers?
  - a. Institutional training. Training, education, and job experience gained during operational assignments, and self-development.
- 144. What does operating actions mean?
  - a. The actions taken to influence others to accomplish missions and to set the stage for future operations.
- 145. What are the 3 levels of leadership?
  - a. Direct, Organizational, Strategic.
- 146. What is strategic leadership?
  - a. When strategic leaders include military and DA civilian leaders at the major command through Department of Defense levels. Strategic leaders are responsible for large organizations and influence several thousand to hundreds of thousands of people.
- 147. What is counseling?
  - a. Counseling is the process used by leaders to review with a subordinate the subordinates demonstrated performance and potential.
- 148. Character is essential to successful leadership. What are the three major factors that determine a leader's character?
  - a. Army values, empathy, and Warrior ethos.
- 149. What are the seven steps to problem solving?
  - a. ID the problem, gather information, develop criteria, generate possible solutions, analyze possible solutions, compare possible solutions, and make and implement the decision.
- 150. Name some things in a unit that affect morale?
  - a. Beliefs derive from upbringing, culture, religious backgrounds and traditions.

151. Describe the “Be, Know and Do”.
- a. Army leadership begins with what the leader must BE, the values and attributes that shaped a Leader's character. Your skills are those things you KNOW how to do, your competence in everything from the technical side of your job to the people skills a leader requires. Character and knowledge while absolutely necessary or not enough. You cannot be effective, you cannot be a leader, until you apply what you know, until you act and DO what you must.

### **Chain of Command**

- Commander in Chief.....President Barack H. Obama
- Vice President.....Honorable Joe Biden
- Secretary of State.....Honorable John Kerry
- Secretary of Defense.....Honorable Ashton B. Carter
- Secretary of the Army.....Honorable Patrick J. Murphy
- Chief of Staff of the Army.....General Mark A. Milley
- Sergeant Major of the Army.....Sergeant Major Daniel A. Daily
- TRADOC Commander.....General David G. Perkins
- Commander of Cadet Command.....Major General Peggy C. Combs
- Commander of 6th Brigade.....Colonel John J. Pugliese
- JROTC Commander.....Colonel Bagley
- Senior Army Instructor.....CW3 Len Stanford
- Army Instructor.....1SG (RET) Anthony Hill
- Eagle Battalion Commander.....C/Major Audrey Mecklenburg

**Cadet Command Motto: Train To Lead**

## Phonetic Alphabet

- Alpha
- Bravo
- Charlie
- Delta
- Echo
- Foxtrot
- Golf
- India
- Juliet
- Kilo
- Lima
- Mike
- November
- Oscar
- Papa
- Quebec
- Romeo
- Sierra
- Tango
- Uniform
- Victor
- Whiskey
- X-ray
- Yankee
- Zulu

**Military Time**

Normal Time	Military Time	Normal Time	Military Time
12:00 AM	0000	12:00 PM	1200
1:00 AM	0100	1:00 PM	1300
2:00 AM	0200	2:00 PM	1400
3:00 AM	0300	3:00 PM	1500
4:00 AM	0400	4:00 PM	1600
5:00 AM	0500	5:00 PM	1700
6:00 AM	0600	6:00 PM	1800
7:00 AM	0700	7:00 PM	1900
8:00 AM	0800	8:00 PM	2000
9:00 AM	0900	9:00 PM	2100
10:00 AM	1000	10:00 PM	2200
11:00 AM	1100	11:00 PM	2300