

Danville Virginia Cadet Handbook



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Danville Virginia Junior Cadet Creed

I am a Cadet in the Danville Virginia Junior Cadet Program. I am respectful at all times and maintain a high standard of behavior. I never lie, cheat, or steal; I will always tell the truth no matter the consequences. I will read and comply with the JCP Handbook; and I will wear my cadet uniform with pride. I will follow instructions of my JCP instructor and those appointed over me. I am responsible and accountable for my own actions. I will not fight in school and will respect the rights of my fellow cadets and students. I will report to my JCP instructor and teachers any violations of the Cadet Creed, schools' policies, or other wrongdoings. I will patriotically support the JC program, my school and my community. The future of my country depends on me; I accept the challenge.

HOOAH!

Junior Cadet Program Syllabus

The Cadet Program provides opportunities for youth to gain valuable knowledge and skills that build confidence and help pave the way in a transition to adulthood.

Cadets engage in varied and unique experiences, while developing competencies in leadership, citizenship, and physical and mental fitness.

The Cadet Program strives to offer Cadets a safe, welcoming, and supportive program environment where all feel respected, valued, included and able to achieve their full potential.

1. **Invite all Middle School DPS youth** – The Cadet Programs are open to youth aged 11 to 14. Programs are inclusive and celebrate the rich diversity within American society.
2. **Instill American Military Values** – Cadet Program training, direction, decision making, and behavior is guided by ethics and values of the US military. Values include loyalty, integrity, courage, inclusion, excellence and accountability. Cadets are expected to embrace and embody these values.
3. **Develop Citizenship, Leadership, and Fitness** – The Cadet Program offers cadets opportunities to develop skills and knowledge that: enable them to positively contribute as leaders in American society, instill a lifelong appreciation of health and fitness, and support successful transitions to adulthood.
4. **Balance Safety and Challenge** – The Cadet Program offers activities and events that are challenging and safe. Cadets and their parents/guardians can be confident that the adults leading the program are focused on the development of youth and invested in their health and welfare.
5. **Leave a positive lifelong impact** – Whether cadets stay with the program for many years or for just a semester, it is hoped that their experiences were impactful, educational and are regarded (or remembered) as positive.

Cadets are supervised, administered, and trained by Cadet Instructor Non-commissioned Officer members who, by the terms of their enrollment or transfer, have undertaken as their primary duty the safety, supervision, administration, and training of Cadets.

- physical fitness
- leadership skills
- engaged and active citizenship
- personal health and well-being
- first aid/ fire safety

Many cadets are high achieving students that go on to become Americas future leaders. Danville Public Schools is committed to investing in our youth and expanding the reach of the program. Through the Cadet Program, young Students can experience positive development opportunities and strengthen communities across America.

The safety and well-being of all cadets and other personnel in the Cadet Program is our top priority.

The Cadet Program offers many challenging activities during the cadet program, these activities have some element of danger, and this risk is increased because of the young age of cadets. Cadet leadership and participants take every measure to reduce and eliminate dangerous situations. We place a high level of importance on making sure that all members of the Junior Cadet Program (JCP) follow the General Safety Program.

Supervision

Retired US Military Officers/ Non- Commissioned Officers are responsible for ensuring that all Cadet or Squadron activities are appropriately supervised. All members other than members of the Cadet Instructors Cadre must successfully complete the screening process before becoming an instructor.

Training

Each authorized cadet activity that is part of the Training Program must have at least 1 Cadet Instructor. These instructors are responsible for the cadets and physically participate in the activity.

Optional activities/ Teams (more to be added in the future)

Color Guard- 3 Teams of 4 to present flags at ceremonies/ sports games/parades

Curriculum

This is a 9-week education program to guide the transformation of new cadets, also known as basic cadets, from being civilians to cadets and to prepared to enter a four-year JROTC Program. With a commitment to pushing physical, emotional and mental limits, basic cadets will develop into disciplined, physically fit cadets, ready to be accepted into the High School JROTC Program.

Basic Cadet Training (BCT)

BCT takes place in the cadet area under the instruction of the Cadet Instructor focusing on the transition from civilian to military life. Military customs and courtesies, the cadet Honor Code, military heritage and inspections may be new areas of study for most, but all cadets are tested on their knowledge and must demonstrate proficiency in drill, dress and appearance, and reporting procedures. During this time, they will attend lectures in preparation for the real world. These activities, when combined with weekly physical conditioning, prepare cadets to tackle the physical and mental demands of the academic year and ultimately, life as a cadet.

Week 1

In-Processing

- Welcome Packets
- Mandatory Paperwork
- Uniform and equipment issue
- Orientation briefs
- Duty Assignments
- Dress and Appearance

Week 2

Administrative requirements

- Academic Review (student/ teacher)
- Medical clearance Paperwork Due
- 4 colors Exercise/ Goals worksheet
- Fitness Evaluation

Weeks 3-6

Profession of arms education

- Military drill movements
- Core Values
- Military customs and courtesies
- Inspections
- American Citizen Rights

Weeks 6-8

Field training

- Flags
- Fire Safety
- Field training exercise (TBD)
- SABC (Self Aid Buddy Care)
- Emergency management

Week 9

Transition / Completion

- Evaluations and surveys
- Final fitness test
- End of course exam
- Awards
- Grades/ Graduation
- Parade??



SUBJECT: Junior Cadet Corps Handbook Procedures

TO: All cadets enrolled in Danville Virginia, Junior Cadet Program (JCP).

1. As a JCP cadet you are embarking on one of the most interesting and valuable educational experiences of your middle school career. In JCP you will be given the chance to participate in your education and will learn to be a better citizen. The program provides you with tools and skills you can use to succeed in high school, but far more important, these tools and skills will be useful for the remainder of your life.

This Cadet Handbook will be used to:

- a. Set standards and establish procedures.
 - b. Supplement guidance set forth for JCP and school campus code of conduct.
 - c. Serve as primary reference and continuity file for JCP cadets.
2. All cadets enrolled in the JC programs are personally responsible to read the cadet handbook, be knowledgeable of its contents, and comply with the standards and procedures established.
 3. Any questions, comments, or recommendations will be forwarded to the JCP Coordinator for consideration and incorporation as necessary.

Betty W. Swank
SSGT, USAF (Ret)
Coordinator, JC Programs

Mission

Prepare students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens.

Motto

Responsible Citizenship with Commitment to Community and School Service.

Honor Code

I do not lie, cheat, or steal, and will always be accountable for my actions.

INTRODUCTION

The purpose of this hand book is to inform you about cadet responsibilities, classroom procedures, policies, standards, entering and departing classroom, classroom instructions, maintaining cadet notebook, promotions, rank structure, leadership responsibilities, uniform requirement, merit/demerit system and grading policy. In addition to the above policies and procedures cadets will obey JCP Instructors and school campus code of conduct.

As a cadet, you are responsible for keeping yourself informed and complying with all policies, procedures and standards outlined in this cadet handbook. When you encounter situations not specifically covered in this handbook, you should use good judgment and common sense. If in doubt concerning any orders, regulations or instructions, you should request clarification from your Junior Cadet Program (JCP) Instructor.

I Am a Junior Cadet

1. I do not lie, cheat or steal.
2. I will always tell the truth no matter what the consequences are.
3. I will read and comply with the JCP Handbook.
4. I will wear my cadet uniform properly and with pride throughout the day on designated uniform days.
5. I will follow instructions from my JCP instructor and teachers.
6. I will be responsible and accountable for my own actions.
7. I will be completely honest in dealing with my JCP Instructor, teachers and fellow cadets.
8. I will respect the dignity, personal property and privacy of my fellow cadets.
9. I will cooperate with my JCP Instructor, teachers, fellow cadets and classmates.
10. I will not fight in school and will respect the rights of my fellow cadets and students.
11. I will report to my JCP instructor and teachers any violations of the Cadet Creed, schools' policies, or other wrongdoings.
12. I will ask questions when instructions are not clear.
13. I will be on time for all my classes and drill practices.
14. I will safe guard and be responsible for my cadet uniform.
15. I will keep my classroom area and myself neat and clean.
16. I will patriotically support the JC program, my school and my community.
17. The future of my country depends on me; I accept the challenge.

I, Cadet _____, having read the above statements, do pledge to comply with and uphold the same to the best of my ability. I understand that any violations of the above rules may result in me being removed from the Junior Cadet Program.

SIGNATURE: _____ DATE: _____

CHAPTER 1

1-1 Professional Courtesy

Professional Courtesy points out the need for mutual respect between leaders and subordinates, and it cannot be one-sided. It demands from you a polite and considerate behavior towards others and you may expect the same from them. Listed below are common professional courtesies that cadets will adhere too.

- a. Cadets will stand at the position of parade rest when speaking to the JCP instructor and JROTC Department staff.
- b. Saluting is a long-established custom of exchanging courteous greeting between individuals in military uniform. When outside cadets are required to salute JROTC Department staff officers.
- c. The junior ranking individual initiates the salute, and the senior ranking person returns the salute.
- d. The hand salute will be rendered during the raising or lowering of the U.S. Flag, and the playing of the National Anthem.
- e. Civilians are addressed by their title of Mr., Mrs., and Ms., Military personnel are addressed by their rank.
- f. Cadets will address JROTC Department staff and instructors by their rank (i.e., Sergeant, First Sergeant, Chief, Captain and Lieutenant Colonel) and their last name.

CHAPTER 2

2-1 Discipline

The JCP middle school program foundation is built on strict Discipline. Discipline is a trait that all successful civilian and military personnel possess. Cadets are expected to exercise strict discipline at all times. Cadets that fail to exercise appropriate discipline will be subject to the following forms of disciplinary actions.

- a. Cadets will drop for push-ups and other exercises as directed by the JCP instructor.
- b. Cadets will stand at position of attention.
- c. Cadets will stand at position of attention at the back of classroom.
- d. Cadets will write essays as directed.
- e. Cadets will write letters of apology as directed.

CHAPTER 3

3-1 Desired Learning Outcomes

- a. Express a desire to graduate from school.
- b. Demonstrate knowledge of the rights, responsibilities, and respect for constituted authority, privileges, and freedom that underline good citizenship.
- c. Demonstrate positive self-esteem and winning behavioral concepts in a culturally diverse society.
- d. Demonstrate the ability to think logically and to communicate effectively.
- e. Demonstrate knowledge of the danger of substance abuse and the importance of mental management, including goal setting and positive self-talk.
- f. Describe the importance of diet and physical fitness in maintaining good health and appearance.
- g. Demonstrate an understanding of the history, purpose and structure of the JC program.
- h. Demonstrate proficiency in basic military skills (such as drill and ceremonies, first aid, and map reading) that are necessary for working effectively as a team.
- i. Describe the importance of citizenship through American history from the Revolutionary period to the present as it relates to America's future and culture.

CHAPTER 4

4-1. Uniform Requirement

The JCP cadet uniform is the standard for enrollment in the JC program. The JCP instructor will inform the cadets concerning uniform cost, collect the money and size/order all cadet uniforms. The following items/accessories are part of the JCC uniform:

- a. JCP Pants (Tan Cargo) Issued
- b. JCP Shirt Button Down Short Sleeve (Gray) Issued
- c. JCP Physical Fitness T-Shirt (School colors) (\$20 Fee)
- d. Cadet baseball cap with logo (included in fee)
- e. Black or White Tennis Shoes
- f. Nametag (If lost \$2.00) Issued

CHAPTER 5

5-1 Uniform Dress and Appearance

The JCP cadet uniform has been adopted by Danville Virginia JCP and is the standard for enrollment in JC program.

- a. Cadets Issued a complete cadet uniform (shirt, pants, ball cap) to be worn once a week for the in-ranks inspection on the designated uniform day.
- b. Cadets are required to purchase a PT shirt and ball cap (\$20 Fee) to be worn for Friday PT or Outdoor events.
- c. When in uniform cadets must present a military appearance at all times.
- d. Cadets must wear the uniform the entire school day to receive full credit.

- e. No excuses will be accepted for failure to wear the uniform.
- f. When cadet has an excused absence on uniform day, the uniform will be worn the next day that the cadet attends school. Cadets will receive full credit for wearing the uniform the next day.
- g. Buttons on the shirt will be buttoned, except the top button.
- h. Cadets will keep shirttails tucked in pants at all times, even after school.
- i. Cadets are required to wear a white T-shirt when wearing the JCP uniform.
- j. Cadets are required to wear black/white footwear and black socks when in uniform.
- k. At no times are cadets allowed to have hands in pockets, except to retrieve items.
- l. Female cadets are only allowed to wear stud earrings when in uniform.
- m. Male cadets are not allowed to wear earrings when in uniform.
- n. Nametag will be centered on the right shirt pocket flap.
- o. Cadets are required to remove all loose strings on the uniform before wearing.
- p. Ball caps are to be worn outdoors only or when in inspection.

CHAPTER 6

6-1. Personal Grooming – Male

- a. Hair will be clean and cut to present a neat groomed appearance.
- b. Hair must not touch the ears or the shirt collar.
- c. Earrings will not be worn while in uniform.
- d. Hair will not be worn in extreme or fad style such as a Mohawk, ducktail, or braids; fad hair coloring is not authorized.

e. No visual appearance of piercing on face, nose or tongue, or as deemed by the JCP Instructor.

6.2 Personal Grooming – Female

a. Hair will be clean, neatly arranged and styled to present a professional feminine appearance.

b. Hair will not touch the shirt collar, except when hair is in ponytail.

c. Hair will not be worn in an extreme or fad style.

d. Hair will not be worn with ornaments such as ribbons, jeweled pins, etc. however, plain barrettes to hold hair in place are appropriate.

e. Small conservative gold, white, silver, stud colored round pierced or clip earrings may be worn. When worn, earrings must fit tightly against the ear and will not extend below the earlobe. Only one (1) earring or healing post may be worn in each earlobe.

CHAPTER 7

7-1. Entering Classroom

The Cadet Class Leaders (CCLs) are responsible for reporting to class before other cadets to receive instructions from the JCP Instructor.

a. CCL will post in back of the class to monitor cadet's ability to stand at the position of attention. Cadets who break the position of attention will be disciplined. The CCL will assume the position of parade rest while monitoring class.

b. Cadets will enter the classroom and go directly to their assigned seat. Cadets must stand behind or beside their desk at the position of attention, keeping head and eyes looking straightforward. There is absolutely no movement or talking at position of attention.

c. Upon entering the classroom, cadets are not allowed to talk at any time before the tardy bell rings.

d. Once the bell rings, cadets will follow the commands of the CCLs to take their seats. (Take Seats)

e. Cadets will respond to the command “Seats” with “Seats Sir/Ma’am”

CHAPTER 8

8-1 Classroom Procedures and Rules

a. The class leader or the first cadet(s) that observe a JROTC department staff, principal or outside guest entering the classroom will call the class to attention. Cadets will stand up, assume position of attention and remain standing until instructed to do otherwise.

b. Cadets will address the JCP Instructor and JROTC Department staff by their military rank i.e., Sergeant, Master Sergeant, Chief, Master Chief, Major, LTC, etc.

c. Cadets will stand up and assume the position of parade rest when speaking to JCP Instructor, JROTC department staff, and outside guests.

d. Cadets must address the person they are speaking to by saying the following: Rank/Title of the person they are speaking to (i.e., 1SG Jones, MSG Smith, etc.); their name (i.e., Cadet Thomas) and then answer the question.

e. Cadets will raise their hand and wait to be acknowledged before speaking.

f. Cadets will not leave their seat unless given permission.

g. Cadets will bring to class pen/pencil, paper and cadet notebook to class every day.

h. Cadets will not enter the restricted areas outlined in RED on classroom floor (i.e., the instructor’s desk, restroom, supply closets).

i. Cadets will take care of all personal business prior to entering the classroom (i.e., going to the restroom and locker).

j. Cadets will not chew gum, eat or drink in the classroom.

k. Cadets will not horseplay at any time in the classroom.

- l. Cadets will report to class on time. Excessive tardiness will not be tolerated.
- m. Cadets will pay attention and participate in group discussion.
- n. Cadets are required to keep notes, handouts and other lesson material in the cadet notebook.
- o. Cadets are encouraged to ask questions when instructions are not clear.

CHAPTER 9

9-1 Departing Classroom

The CCLs are responsible for releasing the class. Prior to releasing the class, the CCL's will ensure police of classroom, arrange/align chairs/desk and collect personal items. The CCL's will then post in front of class and give the following commands:

- a. Cadets on your feet or attention.
- b. Cadets will stand up and assume the position of attention.
- c. CCL's will call the command "Dismissed".
- d. Each cadet will take 1 step back, "Dismissed Sir/Ma'am" about face, and fall out.
- e. Cadets will leave quickly and quietly to the next class.

CHAPTER 10

10-1 Cadet Notebooks

Cadets are required to purchase a 1 or 2 subject spiral notebook (cadet notebook) and bring it to class daily. Organizational and neatness of cadet notebook will be evaluated, and results counted toward end of semester grade.

- a. Cadets will keep all handouts, notes and lesson materials in the cadet notebook.

- b. Cadets are responsible for organizing all notes, handouts and lesson materials passed out in class in his/her cadet notebook.
- c. Cadet notebooks will be subject to inspection to determine if all lesson materials are present.
- d. The cadet notebook **MUST** be brought to class daily. (No Exception)

CHAPTER 11

11-1 Positions and Responsibilities

The JCP instructor will appoint all leadership positions. The positions are as follows: 8th grade Commander of Cadets (COC), Cadet Class Leaders (CCL), Cadet Class Admin (CCA), Cadet Class Safety (CCS)

Each class will have two (2) class leaders, one (1) class admin, and one (1) Class Safety. Cadets will be evaluated in leadership positions in the following areas: leadership, responsibility, discipline, cooperation and conduct. Listed below are the duties and responsibilities for all leadership positions:

- a. **8th grade Commander of Cadets:** Assist the JCP Instructor in any area he/she deems necessary. The 8th COC is responsible for holding JCP program formation at school functions when assembled in mass formation; holding color guard team formation, scheduling/creating weekly safety and leadership meetings based on guidance from the JCP instructor. The COC is in charge of keeping track of merits/demerits and assisting during drill and ceremony. The 8th COC is my SME (Subject Matter Expert) when the JCP Instructor is not present the 8th COC resumes command and completes all tasks appointed to him/her. The COC is authorized to wear a Gold Mylar single braid leadership shoulder cord on the left shoulder.

b. **Cadet Class Leader:** Assist the JCP instructor in any area he/she deems necessary in conducting in-ranks inspection. The CCL is responsible for reporting to class early; monitoring cadet's ability to stand at the position of attention; seating and dismissing class; scheduling squad leaders' meetings. The CCL is authorized to wear a red single braid leadership shoulder cord on the left shoulder.

c. **Cadet Class Admin:** Assist the JCP instructor in any area he/she deems necessary in conducting weekly JCP Instruction. The CCA is responsible for class specific administrative duties i.e., writing on the white board/ easel, grading class materials, attendance. The CCA is authorized to wear a blue single braid leadership shoulder cord on the left shoulder.

d. **Cadet Class Safety:** Assists the JCP instructor in any area he/she deems necessary in conducting weekly JCP Safety briefings. CCS is responsible for conducting safety checks, acquiring PPE (Personal Protective Equipment) and monitoring for hazards that may arise during JCP Instruction. The CCS is authorized to wear a green single braid leadership shoulder cord on the left shoulder.

CHAPTER 12

12-1 Merit/Demerit Form

A merit and demerit system will be used to award or discipline cadets in the following areas:

Merits

- a. Assisting in JCP duties above and beyond classroom hours.
- b. Commendable appearance during in-ranks inspection.
- c. Exemplary knowledge of subject being taught in classroom instructions.
- d. Outstanding performance during drill instructions, physical training and in classroom group discussion.
- e. Personal actions reflecting credit on the JCP.
- f. Performance of duty during and after school hours (i.e., keep classroom and school campus clean).

g. Special recognition by JCP instructor or other teachers.

h. Exceptional display of duty.

Demerits

a. Failure to stand at the position of attention upon entering the JCP classroom.

b. Failure to obey/follow cadet handbook procedures or classroom instructions.

c. Failure to use correct procedures when addressing JCP instructor or JROTC instructors and staff.

d. Creating disturbance in class, formations or during in-ranks inspections.

e. Failure to wear the uniform on designated days.

f. Failure to wear the uniform properly.

g. Failure to wear the uniform for the entire school day.

h. Talking back to the JCP Instructor, teachers, staff and administrators.

i. Displaying a negative or bad attitude.

j. Conduct unbecoming of a cadet. (JCP Instructor discretion)

k. Excessive tardiness (3 times) (1 page essay on the importance of being on time)

l. Eating or chewing gum in the classroom, formation or during in-ranks inspection.

CHAPTER 13

13-1 Grading Policy

A numerical grade will be given for JCP assignments using the following grading scale:

100 – 90 A

89 - 80 B

79 – 70 C

69 – 60 D

60 - Below Fail

Students that are not in attendance on uniform day will wear their uniform on the next school day to receive full credit. The following areas will be used to compute nine-week grade average.

Tests, daily class assignments, quizzes 10%

Reports, written or oral 10%

Class participation and/or attitude 10%

Merits and Demerits 30%

Wearing the uniform (inspection is included) 40%

Extra Credit 5% (given only for extra merits)

Total 105%

CHAPTER 14

14-1 Special Teams

The JCP provides a number of special teams and activities designed to meet the wide and varied interest of our cadets. Special teams are held on an extracurricular basis after normal school hours. Participation in special team activities is totally on a voluntary basis.

14-2 Drill Teams (Currently under construction)

The purpose of the drill team is to instill self-discipline, teamwork, communication skills and leadership training. The JCP instructor may exclude any cadet from competition if that student has failed to meet JCP program standards of conduct and leadership.

14-3 Color Guard Male and Female

The purpose of the color guard teams is to instill self-discipline, teamwork, communication skills and leadership training. The color guard team will also be used to Post the Colors during school assemblies, possible football games, parades, and at special functions.

CHAPTER 15

15-1 Physical Fitness Training

All cadets must maintain acceptable standards of physical fitness. All cadets enrolled in the JC program are exempt from the school's physical education class. The JCP Instructor will conduct physical training weekly in accordance with the PT standards laid out by the JCP Coordinator see standards below. Cadets are required to purchase a JCP T-shirt for physical fitness training.

PT Standards	# to meet minimum standard	Time to meet standard	
			1 Lap= .5 miles
6th Grade			
Run/walk	1 Full Lap	10 Mins	
Push ups/ Plank	10	1 Min	
Sit up/ crunch	15	1 Min	
Squat	25	1 Min	
Stretch		20 Mins	
7th Grade			
Run/walk	1.5 Laps	15 Mins	
Push ups/ Plank	15	1 Min	
Sit up/ crunch	20	1 Min	
Squat	25	1 Min	
Stretch		20 Mins	
8th Grade			
Run/walk	2 Laps	20 Mins	
Push ups/ Plank	20	1 Min	
Sit up/ crunch	25	1 Min	
Squat	25	1 Min	
Stretch		20 Mins	

CHAPTER 16

16-1 Field Trips and Parades:

The JCP instructor will plan field trips whenever possible, students in class during Veterans Day and around Thanksgiving/Christmas will be allowed to participate in the perspective parades.

CHAPTER 17

17-1 Attendance:

Cadets are encouraged to set an attendance goal to attend school every day. The JC middle school program that has the highest attendance rate at year-end will receive the JCP Attendance Award.

CHAPTER 18

18-1 Formal Inspection:

All middle school JC programs will be inspected each semester in the following areas: in-ranks inspections; drill phase; color guard; platoon drill and curriculum knowledge. The intent is to inspect all cadets during each class period in which all phases of the inspection will be cadet led. Based on the Final Formal Inspection results, one (1) middle school will be awarded a Best School Formal Inspection Certificate.

JCP OBJECTIVES

1. DEMONSTRATE GOOD CITIZENSHIP, PATRIOTISM AND ETHICS.
2. DEMONSTRATE SELF CONFIDENCE.
3. DEMONSTRATE LEADERSHIP POTENTIAL
4. DEMONSTRATE KNOWLEDGE OF THE DANGER OF SUBSTANCE ABUSE.
5. DEMONSTRATE THE ABILITY TO COMMUNICATE EFFECTIVELY WITH OTHERS.
6. DEMONSTRATE THE ABILITY TO LIVE AND WORK COOPERATIVELY WITH OTHERS

DRILL AND CERMONIES

Cadet is required to march a squad using the commands and sequence listed below.

- | | | |
|----------------------|------------------|------------------|
| 1. DRESS RIGHT DRESS | 9. LEFT FLANK | 16. REAR MARCH |
| 2. READY FRONT | 10. RIGHT FLANK | 17. COLUMN RIGHT |
| 3. PRESENT ARMS | 11. COLUMN RIGHT | 18. COLUMN LEFT |
| 4. ORDER ARMS | 12. RIGHT FLANK | 19. COLUMN LEFT |
| 5. LEFT FACE | 13. LEFT FLANK | 20. SQUAD HALT |
| 6. ABOUT FACE | 14. COLUMN RIGHT | 21. LEFT FACE |
| 7. FORWARD MARCH | 15. REAR MARCH | 22. FALL-OUT |
| 8. COLUMN LEFT | | |

New cadets will march in Route Step until proficient in marching.

FIGURE 6

Formal Inspection and Drill Meet Questions

Chain of Command:

Q. Who is the Commander-In-Chief?

Q. Who is the Secretary of Defense?

Q. Who is the Head of the GWHS NJROTC Program?

Q. Who is the Westwood/ OT Bonner Principle?

Q. Who is the DPS Superintendent?

Q. Who is the Area 5 Manager?

Q. Who is the Junior Cadet Coordinator?

Q. Who is the JCP Instructor?

Q. Who is the 8th grade Commander?

Q. Who are your Cadet Class Leaders?

JCP Mission, Motto and Honor code

Q. What is the mission of the JCP?

A. Prepare students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens.

Q. What is the JCP Motto?

A. Responsible citizenship with commitment to community and school service.

Q. What is the Honor Code for the JCP?

A. I do not lie, cheat, or steal, and will always be accountable for my actions.

FIGURE 6

Drill and Ceremony

Q. A drill command has two (2) parts, what are they?

A. Preparatory Command & Command of Execution

Q. The command —column right is given on what foot?

A. The right foot

Q. The command —left flank is given on what foot?

A. The left foot

Q. On the command —open ranks the 3rd squad takes how many steps?

A. Stand fast

Q. On the command —open ranks the 4th squad takes how many steps?

A. Two (2) steps backward

Q. On the command —close ranks the 1st squad takes how many steps?

A. Four (4) steps backward

Q. How many inches in a normal step in marching?

A. Thirty (30) inches

Q. Which foot can you give the command halt on?

A. Either foot

Q. What position are you allowed to move around while in formation?

A. The position of “REST”.

Q. All stationary commands are given from what position?

A. The position of “ATTENTION”.

Citizenship and the Constitution

Q. What two (2) laws under birth can a person become a U.S. citizen?

A. Law of Soil and Law of Blood

Q. What does —Law of Soil state?

A. Any person born in the United States automatically becomes a citizen of the U.S.

Q. What does —Law of Blood state?

A. Any person born to parents that are U.S. citizens automatically become U.S. citizen.

Q. What amendment covers citizenship?

A. Citizenship is covered under the 14th Amendment to the U.S. Constitution.

Q. How many amendments are there in the —Bill of Rights?

A. There are ten (10) amendments to the Bill of Right.

Q. What does the 1st Amendment cover?

A. Freedom of speech, religion, press, lobby the government, and peaceful assemble.

Q. What amendment covers the right not to self-incriminate?

A. Fifth Amendment

Q. What age is an U. S. Citizen first allowed to vote?

A. 18 years old

Q. What are the two primary political parties?

A. The Republican Party and the Democratic Party

General Questions

Q. What does the color red stand for on the American flag?

A. Color red stands for valor.

Q. What does the color blue stand for on the American flag?

A. Color blue stands for reverence to God

Q. What does the color white stand for on the American flag?

A. Color white stands for purity.

Q. Why is the American flag folded into a triangle?

A. The American flag is folded into a triangle because it symbolizes the American Revolutionary Wars.

Q. What are the three (3) sizes of American flags?

A. Storm, Post, and Garrison

Q. What is the definition of First Aid?

A. Help given to a victim before medical help arrives.

Q. What is mouth-to mouth resuscitation used for?

A. To restore breathing

Q. What are the four (4) life-saving steps?

1. Check and clear airway and restore breathing.

2. Check for and stop bleeding.

3. Check and treat for shock.

4. Dress and bandage the wound.

9 Week Out Look (Subject to change)

[illegible]

General Knowledge

As of: 24 Oct 2024

- Cadet Core Values:**
1. Integrity first
 2. Service before self
 3. Commitment
 4. Excellence in all we do

Honor Code Pledge: “I will not lie, cheat, or steal nor tolerate those among us who do.”

Chain of Command:

Commander-in-Chief: President Joe Biden

Secretary of Defense: Honorable Lloyd Austin III

Area 5 Manager: Mr. James Landis or LCDR Landis

OT Bonner Principle: Mr. Wayne Mayo

Westwood Principle: Mrs. LaTonya Simmons

Naval Science Instructors NJROTC GWHS: Master Chief Daryl Green, Master Chief Shawn Grasty

Cadet Instructor: SSgt Betty Swank

Ranks: Commander (8th grade only) Class Cadet Leaders 2 per Class, Class Admin Leader, Class Safety Leader

Department of Defense is made up of: Department of the Air Force (includes the US Space Force), Department of the Army, and Department of the Navy (includes the US Marines Corps). The Coast Guard is in the Department of Homeland Security.

Units: Cadet, Element, Flight, Squadron, Group, Wing, Command (AETC), Military Staff (Pentagon), Secretary of (Branch)

The Phonetic Alphabet: Alfa, Bravo, Charlie, Delta, Echo, Foxtrot, Golf, Hotel, India, Juliet Kilo, Lima, Mike, November, Oscar, Papa, Quebec, Romeo, Sierra, Tango, Uniform, Victor, Whiskey, X-ray, Yankee, Zulu.

Time in the Junior Cadet Program is expressed using the 24-hour clock. Noon is 1200 Hours, 6 P.M. is 1800 Hours and Midnight is 2400 Hours.

Who/What to Salute: Officers of higher rank, American Flag outdoors, during National Anthem outdoors, reporting to an officer, when receiving an award, and always return a salute? Stand at attention: National Anthem and Pledge of Allegiance indoors. When receiving an award, remember to “Shake, Take, Salute”

US Military History Bullet Points

Army- The Continental Congress created the Army June 14, 1775, more than a year before issuing the Declaration of Independence. For 247 years, the U.S. Army has answered the call to defend and support America, against both foreign and domestic challenges, and will stand ready to do so in the future.

AF- The United States Air Force's birthday is September 18, 1947, when it was established as a separate branch of the military under the National Security Act. The Air Force is the second youngest branch of the U.S. Armed Forces. The Air Force's mission is to "fly, fight, and win" by providing airpower to defend the nation, deter adversaries, and reassure allies. The Air Force's creation was a response to the lessons learned during World War II, which highlighted the importance of airpower and the need to reorganize the military. The reorganization led to the creation of the Department of Defense, which consolidated the military branches under a unified command.

NAVY- October 13 marks the birthday of the U.S. Navy, which traces its roots back to the early days of the American Revolution. On October 13, 1775, the Continental Congress established a naval force, hoping that a small fleet of privateers could attack British commerce and offset British sea power.

SF- The U.S. Space Force was established Dec. 20, 2019 when the National Defense Authorization Act was signed into law (with bi-partisan support), creating the first new branch of the armed services in 73 years. The establishment of the USSF resulted from widespread recognition that Space was a national security imperative. When combined with the growing threat posed by near-peer competitors in space, it became clear there was a need for a military service focused solely on pursuing superiority in the space domain. For the last 60 years space capabilities have become essential to the way a modern military conducts operation. Investments in space capabilities have increased the effectiveness of operations in every other domain. The U.S. military is faster, better connected, more informed, precise, and lethal because of space. The same premise—that space is critical—holds true for the average American; space capabilities are woven into the fabric of daily life. Satellites connect people in every corner of the globe,

monitor weather patterns, carry television broadcasts, and the timing and navigation services of the GPS constellation power global financial networks, enable international commerce, synchronize cell phone networks, and optimize critical infrastructure.

CG-The Coast Guard is one of America's six armed forces and traces its founding to Aug. 4, 1790. That's when the first Congress authorized construction of 10 vessels to enforce tariff and trade laws, prevent smuggling, and protect the collection of federal revenue. Responsibilities added over the years include humanitarian duties such as aiding mariners in distress.

The service received its current name in 1915 when the Revenue Cutter Service merged with the U.S. Life-Saving Service to form a single maritime service dedicated to the safety of life at sea and enforcing the nation's maritime laws.

The Coast Guard is a multi-mission maritime military service. Its mission is to protect the public, the environment and U.S. economic interests in the nation's waterways, along the coast, on international waters or in any maritime region as required to support national security.

Marines- On 10 November 1775, the Second Continental Congress resolved to raise two battalions of Marines. Congress commissioned thirty-one-year-old Samuel Nicholas, a well-known Philadelphian, as captain of the fledgling force of Continental Marines.

From Tun Tavern in Philadelphia, Nicholas raised two battalions of Marines as directed and began the long illustrious history of the United States Marine Corps. Every year since 1925 the founding of the Marine Corps has been celebrated with a Birthday Ball.

Military Dates to Remember:

- **Feb. 3– Four Chaplains Day – A Day to remember the four U.S. Army chaplains who made the ultimate sacrifice when the USAT Dorchester sank during World War II.**
- **Feb 19- Presidents Day**
- **March 13- K-9 Veterans Day – The date is the official birthday of the United States K9 Corps and a day to honor their service.**
- **March 25- Medal of Honor Day – A holiday to honor the heroism and sacrifice of Medal of Honor recipients for the United States.**
- **March 29– Vietnam Veterans Day – A national holiday to recognize and honor Veterans who served in the military during the Vietnam War. Learn more about Vietnam Veterans Day [here](#).**
- **April 5– Gold Star Spouses Day – A Day dedicated to those whose spouses gave their lives while serving in the U.S. military or as a result of service-connected injuries or illness.**
- **April 17- Purple Up! Day – Recognizes Military Children**
- **April 30-Nation Military Brats Day- Honor children of military personnel.**
- **May 1– Silver Star Banner Day – Per Congressional resolution, it is an “Official Day to honor wounded, ill, and injured Veterans”.**
- **May 1- Loyalty Day- Reaffirm loyalty to USA and recognize the heritage of American freedom.**
- **May 10– Military Spouse Appreciation Day – This date recognizes the service and sacrifices of military spouses.**
- **May 13, -Children of Fallen Patriots Day – A Day to honor the children left behind by the brave men and women who gave their lives while defending our freedom.**
- **May 18– Armed Forces Day Observed on the third Saturday every May, this is a day dedicated to paying tribute to men and women currently serving in the U.S. Armed Forces.**

- **May 27– Memorial Day** A solemn occasion to honor the men and women who died while serving in the military.
- **June 6– Anniversary of the World War II Allied invasion in Normandy, France, now known as D-Day.**
- **June 12- Women Veterans Day**
- **June 14– Flag Day – A Day to celebrate the adoption of the U.S. flag.**
- **June 14– Army Birthday**
- **June 23– Coast Guard Auxiliary Birthday**
- **June 25- Anniversary start of Korean war (1950)**
- **June 27– National PTSD Awareness Day – A Day to bring awareness about issues related to PTSD.**
- **July 4– Independence Day**
- **July 27– Korean War Veterans Armistice Day (1953)**
- **Aug. 7– Purple Heart Day – A time for Americans to pause to remember and honor the brave men and women who were either wounded on the battlefield or paid the ultimate sacrifice.**
- **August 16- National Airborne Day**
- **Sept. 2- VJ (Victory over Japan) Day**
- **Sept2- Labor Day**
- **Sept. 11– Patriot Day – An annual observance to remember and honor those who were injured or killed during the Sept. 11, 2001, terrorist attacks.**
- **Sept. 20– POW/MIA Recognition Day**
- **Sept. 29– Gold Star Mother’s and Family’s Day – A Day to honor the families of fallen Servicemembers.**
- **Oct. 26 – National Day of the Deployed**

- **Nov. 9- Gold Star Father's Day-** a day to honor the fathers of our nations fallen service members.
- **Nov. 11– Veterans Day –** This is the anniversary of the signing of the armistice treaty, which ended World War I and is also a day to thank military Veterans for their service.
- **Dec 1- Civil Air Patrol Birthday**
- **Dec. 7– Pearl Harbor Remembrance Day –** The anniversary of the day Japan attacked Pearl Harbor, Hawaii, signaling the United States' entrance into World War II. [Learn more about Pearl Harbor Day.](#)
- **Dec. 21– National Wreaths Across America Day**
- **January 15- MLK Day**

Significant Military Months

April – Month of the Military Child

May – National Military Appreciation Month

May – Month of the Military Caregiver

November – Military Family Month, Warrior Care Month

Basic First Aid Quick Guide



Hands Only CPR

- ✓ Call 911
- ✓ Push hard and fast at the center of the chest
- ✓ **IMPORTANT:** *Hands-Only CPR is most effective if used after you SEE a teen or adult suddenly collapse. If you are trained in conventional CPR, you should use it if victim is found unconscious or is a child / infant, or is a victim of drowning, drug overdose or collapse due to breathing problems.*

Major Bleeding

- ✓ Call 911 and put on gloves (or a plastic bag)
- ✓ Have person lie down with head lower than body.
- ✓ Remove obvious objects from wound, but don't clean it.
- ✓ If organ have been displace, do not push them back in, simply cover the wound.
- ✓ Apply direct pressure with gauze / clothing until bleeding stops (don't "look" for at least 20 min), and apply pressure around deeply embedded objects, not over them.
- ✓ Do not remove gauze / bandage. Simply keep adding more as needed
- ✓ If limb (arm / leg) is bleeding, elevate it.

Major (not minor) Burns:

- ✓ Call 911
- ✓ Do not remove clothing
- ✓ Do not immerse in cold water
- ✓ Begin CPR if needed
- ✓ Elevate burned parts of body above heart if possible
- ✓ Cover burn with a cool, moist, sterile bandage or cloth or towel

Hypothermia

- ✓ Call 911
- ✓ Begin CPR if necessary
- ✓ Protect from wind & cover head
- ✓ Remove wet clothing, but do not massage / rub
- ✓ Do not use hot water / heating pad and do not apply anything hot or warm to limbs.
- ✓ Apply warmth to center of body only

Conventional CPR

- ✓ Call 911
- ✓ **Infants:** Place 2-3 fingers below nipple line. 30 (1/2 – 1 in) compressions. 2 gentle breaths until chest rises. 100 comp/min
- ✓ **Children:** Use 1-2 hands in center of chest. 30 (1-1 1/2 in) compressions. 2 breaths until chest rises. 100 comp / min
- ✓ **Adults:** Use 2 hands. 30 (1-2 in) compressions in center of chest. 2 long breaths until chest rises. 100 comp / min
- ✓ **IMPORTANT:** *This list is only a reminder for those certified in CPR. It is not meant to train how to properly perform CPR.*

Shock

- ✓ Call 911
- ✓ Have person lie down (on their side if vomiting) with head lower than body unless it causes pain, then have them lie flat
- ✓ Treat any obvious injuries and give CPR if needed
- ✓ Keep person warm....give blankets
- ✓ Keep person as still as possible and encourage them.
- ✓ Do not let the person eat / drink

Choking

- ✓ Give 5 back blows between shoulder blades w/ heel of hand
- ✓ Give 5 thrusts (Heimlich)
- ✓ Repeat until item is dislodged
- ✓ Call 911 once item is dislodged or after 1-2 minutes.
- ✓ **Heimlich on conscious victim:** Wrap arms around person's waist. Position your fist above their navel and grab it with other hand. Push hard w/ quick, upward thrust.
- ✓ **Heimlich on pregnant / obese:** Place hands higher at base of breastbone.
- ✓ **Heimlich on unconscious:** Do not perform. Lie on back and dislodge item if possible. Then, do CRP instead.
- ✓ **Heimlich on infant:** Give 5 back blows with them lying facedown on your forearm over thigh. Flip over onto back and use 2 fingers at center of breastbone. Give 5 compressions.

Heat Stroke

- ✓ Move into shady / air conditioned space and call 911
- ✓ Do not immerse in cold water
- ✓ Cover with damp sheets, spray with water and fan
- ✓ Have person drink anything without alcohol or caffeine

