

# Unit 2

## Glossary

**Action.** Behavior or conduct.

**Agenda.** Schedule of items to be discussed at a meeting addressing who, what, when, where, and how.

**Alleviate.** To relieve.

**Approach.** To draw closer to.

**Arc.** A shallow curve.

**Assess.** To pass judgment or assign value.

**Assessing.** To determine the rate or amount of (as a tax).

**At ease.** Command to relax the body while remaining silent in place and not assuming any particular position.

**Attendee.** A meeting participant.

**Attention.** A military position in which a person stands erect, with arms at sides, heels together, and eyes straight ahead; position of readiness to execute other movements; a command to take that position.

**Attribute.** A quality or characteristic (such as a belief, value, ethic, character trait, knowledge, or skill) that belongs to a person or thing; a distinctive personal feature.

**Balance.** A counterbalancing weight, force, or influence; position just forward of the magazine floor plate on the underside of the rifle stock.

**Barrel.** Metal tube for aiming and firing ballistic projectiles.

**Base.** Stationary platoon on which others align; right-most platoon in mass and line formation; front platoon in column formation.

**Behavior.** The manner of conducting oneself.

**Belief.** A personal truth; mental acceptance or conviction of particular truths of someone or something; collection of personal, moral, ethical, and spiritual values.

**Bias.** A mental leaning; partiality, prejudice, bent.

**Bolt.** Breeching mechanism for loading, locking, and removing cartridges from rear of barrel.

**Bolt handle.** Lever mechanism for moving rifle bolt to open and close cartridge chamber.

**Bribery.** The act of giving or offering to, or accepting money, property, or a favor from someone in a position of trust to persuade or influence that person to act dishonestly.

**Butt.** Bottom end of the rifle stock designed to rest against shoulder.

**Cadence.** The uniform rhythm in which a movement is executed or the number of steps or counts per minute at which a movement is executed.

**Cant.** Tilt or angle.

**Censure.** An opinion or judgment that criticizes or condemns sternly.

**Chamber.** The opening toward the rear of the barrel for inserting and removing cartridges.

**Close interval.** Elbow's distance between troops in rank formation.

**Cocking piece.** Lever mechanism extending from bolt that primes the firing pin.

**Coercion.** The act, process, or power of forcing someone to act or think in a given manner, such as by using force or threats as a form of control.

**Coercive power.** Power that is yielded by fear.

**Cohesive.** Sticking together.

**Column.** A formation in which people or elements are arranged one behind the other; to form up in files, facing forward the width of the formation.

**Command of Execution.** The part of a drill command that tells when the movement is to be executed (carried out).

**Command voice.** A properly given command; should be understood by everyone in the unit.

**Communication.** The sharing of information.

- Complement.** Complete conceptual skills; to do with basic principles.
- Conceptual skills.** Capacity for sound judgment, problem-solving, critical/creative thinking, and moral reasoning.
- Conclude.** To close the meeting by summarizing what was discussed and agreed.
- Conjecture.** To draw a conclusion based on inconclusive evidence.
- Constructive criticism.** A comment that is meant to improve or help.
- Contingencies.** Chances or possible occurrences.
- Contingency.** An event that may occur but that is not likely or intended; a possible, unforeseen, or accidental occurrence that must be prepared for as a future emergency.
- Convictions.** A strong persuasion or belief.
- Cooperate.** To work together toward a common end or purpose.
- Correction.** To make or set right.
- Counseling.** An interchange of opinions, perceptions, and ideas.
- Cover.** The distance between cadets in a column, measured by the cadet raising the left arm to the front and making sure the shoulder of the cadet in front is at the length of the arm plus 4–6 inches.
- Cultivate.** To foster the growth of.
- Cultural diversity.** The presence of multiple and different cultural groups and their behaviors within an organization or institution.
- Culture.** Civilization.
- Date rape.** Sexual assault perpetrated by the victim's escort during an arranged social encounter.
- Decodes.** Translates.
- Dedication.** Loyalty to a cause, ideal, or system; to commit oneself to a particular course of thought or action.
- Defensive.** Withdrawing.
- Delegating.** A leadership style where the leader delegates problem-solving and decision-making authority to a teammate or to a group of followers.
- Development.** To get gradually stronger and better; to make known in detail.
- Developmental.** Sharing opinion of fact.
- Dilemma.** An argument presenting two or more equally conclusive alternatives against an opponent.
- Directing.** A leadership style where the leader tells team members what to do and how to do it.
- Direction.** An explicit instruction.
- Discipline.** Orderly, obedient, or restrained conduct; training that corrects, molds, or perfects the mental faculties or moral character.
- Discrimination.** To show preference for or prejudice against.
- Diversified.** To produce variety.
- Doctrine.** A principle (or creed of principles) relating to a specific belief, subject, theory, or branch of knowledge; the fundamental policy or standard for a principle or set of principles on a specific subject, theory, or branch of knowledge; something that is taught.
- Double interval.** Two arms' distance between troops in rank formation.
- Double time.** Fast marching pace at 180 steps per minute.
- Drill.** The execution of certain movements by which individuals and/or units are moved in a uniform manner from one formation to another or from one place to another; movements are executed in unison and with precision; executing a predefined set of movements.
- Dysfunctions.** Impaired or abnormal functioning.
- Emotional intelligence.** The ability for one to monitor their emotions and use information about those emotions to guide one's thinking and actions.
- Empathy.** The ability for one to monitor their emotions and use information about those emotions to guide one's thinking and actions.
- En route.** In motion toward a destination.
- Encodes.** Converts.
- Ethics.** Rules, principles, or standards that guide individuals or groups to do the moral or right thing in accordance with accepted principles of right or wrong.
- Ethnic.** Of, pertaining to, or characteristic of the basic groups of people with a common history, language, culture, and so on.
- Evaluation.** To appraise or find the value of.
- Executing.** To carry out or put into effect; to do what is required.
- Expert power.** Power resulting from specific expertise, knowledge, or special skills.
- Facilitate.** To encourage participation; to ease the accomplishment of a task.
- Facing.** Pivoting movement executed while stationary to orient the body left, right, or opposite the current position.
- Favoritism.** The showing of special favor.
- Feedback.** Verifying that a message was received in the manner it was intended.
- File.** To form in a column.
- Flank.** The side of the formation, either left or right; the right or left side of any formation as seen by a person (or element) within that formation.
- Flexibility.** Adaptable to change.
- Followership.** Accepting the guidance or leadership of another; the capacity or willingness to follow a leader.

**Formation.** Patterned arrangement of troops; the arrangement of people or elements of a unit in a prescribed manner; group of people aligned in a specific pattern.

**Gantt chart.** The Gantt chart is the standard format for displaying a schedule graphically. It consists of a horizontal bar chart with time as the horizontal axis and either resources, jobs, or orders as the vertical axis.

**Goals.** Objectives; something to be attained; tasks that need to be done.

**Guard.** Protective handle cover.

**Guide.** Person in lead-off position whom column will follow.

**Halt.** Command to bring moving formation to standstill.

**Hand guard.** Metal barrel cover; protected grip forward of the rifle stock.

**Impartial.** Fair, equal, and consistent.

**Implement/Implementation.** To give practical effect to and ensure actual fulfillment by concrete measures.

**Improving.** To make better.

**Inclusionary.** To invite or include.

**Inflection.** The rise and fall in the pitch and the tone changes of the voice.

**Influencing.** To exercise or have physical or moral influence on; used in leadership to mean getting people to do what you (as leaders) want them to do; it is the means or method to achieve two ends, operating and improving.

**Inspection.** Visual evaluation.

**Intangible.** That which has a value not dependent on physical makeup.

**Interpersonal skills.** Ability to work with and positively relate to other people.

**Interval.** The lateral space between personnel in a formation, measured from right to left with close, double, or normal spacing; a space between actions.

**Intimacy.** Familiarity; closeness.

**Intuitions.** Instinctive knowledge or feeling; immediate perceptions.

**Keeper.** Slide for adjusting slack in rifle sling.

**Leadership.** The ability to influence, lead, or guide others so as to accomplish a mission in the manner desired.

**Leadership style.** Patterns of behavior that a leader uses to influence a team or group of followers.

**Legitimate power.** Power given to the person in the position within the hierarchy.

**Line.** To form in ranks, facing forward the length of the formation; a formation in which people of elements are side by side, or abreast of each other.

**Lower band.** Metal band located halfway along rifle barrel.

**Management.** The act of managing; control or direction.

**Mandatory.** Something that absolutely must be done.

**Maneuver.** To perform a movement in military tactics (or in drill) normally to secure an advantage.

**Marching.** A precise stepping movement designed to facilitate the efficient movement of formations.

**Mark time.** To march in place using half-steps.

**Mass formation.** Formation with the company in line and the platoons in column.

**Mentee.** One who receives advice, especially officially or professionally.

**Mentoring.** A sustained one-to-one relationship which promotes human development by regular, joint participation in structured activities

**Message.** A communication transmitted between persons by written or spoken words, signals, and so on.

**Minority.** A racial, religious, ethnic, and so on group different from the dominant group.

**Motivation.** Provide a need or a purpose which causes a person to want to do something; something that incites or has a tendency to incite to determination or action.

**Muzzle.** The open end of the rifle barrel from which the bullet exits.

**Negotiation.** An attempt to reach a win/win agreement.

**Nonjudgmental.** A person who does not form an opinion of another based on stereotypes, rumors, and so forth.

**Nonjudgments.** Absence of judgments.

**Normal interval.** Single arm's distance between troops in rank.

**Norm.** A principle of right action binding on members of a group and serving to guide, control, or regulate proper and acceptable behavior; a pattern or trait taken to be typical in the behavior of a social group.

**Objectively.** Without prejudice; expressing or dealing with actual facts or conditions of someone or something without distortion by personal feelings, prejudices, or interpretations.

**Observe.** The act of recognizing and noting a fact or occurrence.

**Operating.** To work, function; to conduct or manage; used in leadership to mean actions that leaders do to accomplish the short-term mission and to get the job done on time and to standard.

**Parade rest.** Command to place feet apart, knees unlocked, and clasp hands behind the back in a somewhat relaxed position.

- Participating.** A leadership style where the leader consults with, obtains advice from, or asks the opinions of one or more followers before making a decision.
- Perpetrator.** One that carries out a crime or a deception.
- Personal mission statement.** A summary describing the aims, values, and overall plan of an organization or individual.
- PERT chart.** A term used to refer to a network diagram; a graphical illustration of the relationship between project activities.
- Philosophy.** Discipline comprising as its core logic, aesthetics, ethics, metaphysics, and epistemology.
- Pistol belt.** Heavy duty belt for attaching and weapons and ammunition at the waist.
- Pivot.** To turn in position; to turn in place.
- Plan.** To formulate an action for the accomplishment or attainment of an explicit purpose.
- Port.** To turn or put to the left.
- Port arms.** Movement to position rifle diagonally across body with right forearm horizontal and elbows at sides.
- Post.** To take a position.
- Precision.** Being precise, accurate, or exact.
- Prejudice.** An adverse opinion or leaning formed without just grounds or before sufficient knowledge.
- Prejudicial.** To form an opinion without knowing or in spite of the facts.
- Preparation.** The act or process of making something ready for use or service; getting ready for an occasion, test, or duty.
- Preparatory command.** The part of a drill command that states the movement to be carried out and mentally prepares personnel for its execution.
- Principled negotiation.** Negotiations based on the criteria for fair negotiations and focused on a win-win outcome.
- Priority.** Precedence, especially established by order of importance or urgency.
- Procedure.** A series of steps followed in a regular, definite order.
- Procrastinate.** To put off or delay.
- Professionalism.** The ability to do and to take pride in doing a job well; the conduct, aims, or qualities that characterize a profession or professional person.
- Project management.** The process of planning, organizing, staffing, directing, and controlling the production of a system.
- Purpose.** A desirable end or aim; something set up as an object or end to be attained.
- Quick time.** Standard marching pace at 120 steps per minute.
- Rank.** To form line abreast.
- Recrimination.** A retaliatory accusation.
- Referent power.** A type of power that is used to influence others.
- Relinquishing.** Giving up; submitting.
- Resources.** A source of help or supply.
- Respective.** Related, belonging, or assigned.
- Rest.** Command to relax the body and talk while remaining in place and not assuming any particular position; relaxed form of march without a set cadence to conserve troops' energy
- Reward power.** When people comply with the wishes of others to get something in return.
- Rhythmic.** A regular or orderly repetition of sounds or movements; steady; recurring with measured regularity.
- Saber.** A heavy cavalry sword with a one-edged, slightly curved blade
- Salute.** Act of raising right hand to eyebrow, fingers straight, hand slightly cupped and tilted forward, as a gesture of courtesy.
- Scabbard.** Sheath for a sword, dagger, or bayonet.
- Self-discipline.** Training, regulating, or controlling oneself (or one's conduct, personality, performance, etc.) for the sake of personal improvement.
- Self-evaluation.** To, with, for, or toward oneself.
- Selfless.** Having no concern for self; unselfish.
- Selfless service.** A willingness to put the welfare of others first; to sacrifice, if need be, even to the point of giving up one's own life, in service to the nation.
- Self-reliance.** The ability to make your own decisions confidently and independently.
- Sexism.** Behavior or attitudes, especially against women, that promote gender-based stereotypes or that discriminate based on gender.
- Sexual harassment.** The making of unwanted and offensive sexual advances or of sexually offensive remarks or acts.
- Sight.** Front and rear plates used to align rifle with target.
- Sling.** Strap for carrying rifle over back and shoulder.
- Sling swivel.** Metal loop for connecting sling to stock.
- Snap.** An immediate, sharp, precise response to a drill command.
- Socioeconomic.** Involving a combination of social and economic factors.
- Stacking swivel.** Metal loop on upper band of rifle.
- Staff study.** A detailed report that describes an action or event and how it can be accomplished.
- Stationary movements.** Drill movements executed while remaining in place.
- Steps.** The prescribed distance from one heel to the other heel of a marching soldier.

**Stereotype.** An uncritical or formalized conception, notion, or attitude; an oversimplified opinion, belief, or viewpoint; a person, group, event, or issue considered to typify or conform to an unvarying pattern or manner; lacking any individuality; a standardized mental picture that is held in common by members of a group and that represents an oversimplified opinion, affective attitude, or uncritical judgment.

**Stock.** Part of a firearm where the barrel and lock are attached.

**Supervising.** To have the charge and direction of; to oversee and direct; keep tabs on; keep an eye on; keep under surveillance.

**Supplementary command.** An oral order given by a subordinate leader that reinforces and complements a higher order to ensure proper understanding and execution of a movement.

**Support.** To encourage or help.

**Synergy.** A joint action or force.

**Tangible.** Possible to understand or realize: the tangible benefits of the plan.

**Teaching.** To cause to know something or to know how; to accustom to some action or attitude.

**Teamwork.** Coordinated effort among members of same group.

**Technical skills.** Understanding and ability needed to perform assigned tasks.

**Tenet.** A principle, belief, or doctrine generally held to be true.

**Tone.** A sound of distinct pitch, loudness, vibration, quality, and/or duration; the particular or relative pitch of a word or phrase.

**Trail arms.** Fingers and thumb closed around the front hand guard, rifle butt raised about three inches off the ground and stock inclined at an angle of 30 degrees.

**Transference.** The act of transferring.

**Transmitted.** To send from one person to another.

**Trigger guard.** Metal strip surrounding trigger mechanism to prevent accidental firing.

**Tunnel vision.** Extreme narrowness of viewpoint.

**Unethical.** Not doing the moral or right thing (normally a result of pressures or temptations from self-interest, peers, subordinates, or seniors); to violate established rules or standards of conduct.

**Unison.** In complete or perfect agreement; at the same time.

**Upper band.** Metal band located close to the muzzle of the barrel.

**Value.** A principle, standard, or quality considered worthwhile or desirable in a person or group; an ideal.

**Visualize.** To form a mental image.

**Vulnerable.** Capable of being wounded or injured; susceptible to being hurt.