

Assessment

S-1 Duties

Name _____

True or False

- _____ 1. A permanent order is used to announce awards.
- _____ 2. A service record keeps track of the number of hours of school and/or community service a cadet has performed.
- _____ 3. A strength report must be completed monthly during the school year.
- _____ 4. The S-1 is responsible for helping the commander with activities for unit morale.
- _____ 5. The Master Filing Index is stored at the back of each file drawer.
- _____ 6. The Cadet Regulation governing General Administration is CR 1-5.
- _____ 7. Promotions are announced on unit, brigade, or state orders.
- _____ 8. Each cadet is responsible for reviewing their service record on a regular basis to check for accuracy.
- _____ 9. Items in unit files are stored with the most recent items on the top of the paper stack.
- _____ 10. In the service record column marked "AUTHORITY," the order or permanent order number are recorded.
- _____ 11. Strength reports include a listing of activities done in the preceding and upcoming month.
- _____ 12. Suspense files are designed to remind staff officers of projects to work on, reports that are due, and deadlines for tasks assigned by commanders or higher headquarters.
- _____ 13. Cadet regulations contain examples of the proper way to format orders and memoranda.
- _____ 14. Commandants are the only people who can sign orders authenticating them.
- _____ 15. The S-1 maintains file copies of blank forms.

Assessment Personal Finance

Name _____ **Key** _____

- 1.T
- 2.F
- 3.T
- 4.T
- 5.F
- 6.F
- 7.T
- 8.T
- 9.T
- 10.T
- 11.T
- 12.T
- 13.T
- 14.F
- 15.T