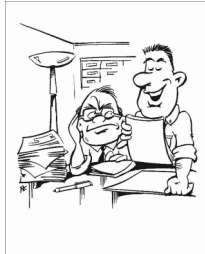


Duties and Responsibilities of an S-1

Personnel and Administration Officers

The Difference Between Personnel and Administration

- Personnel refers to the people necessary to accomplish the commander's mission
- Administration refers to the management of documents involved in accomplishing the commander's mission



Personnel



- Assigning the right people to the right jobs
- Making sure there are enough people to get the job done
- Includes Morale
- Medical Services
- Accountability
- Safety of cadets

ADMINISTRATION

- Recording personnel actions
- Strength Reporting and regular accountability checks
- Paperwork associated with morale activities
- Medical Services record keeping



What does the cadet S-1 do?

- Prepares and manages correspondence (letters, mail, etc)
- Prepares and manages orders ad permanent orders
- Prepares and manages service record forms and 201 files
- Prepares monthly strength reports
- Manages the unit filing system

At school, the S-1...



- ✓ Prepares, posts, and files letters
- ✓ Prepares, posts, and files orders and permanent orders
- ✓ Updates service records and 201 files
- ✓ Prepares, posts, and files strength reports
- ✓ Manages the unit files

At Events, the S-1...

- ✓ Supervises the accountability checks by preparing accurate rosters of participants
- ✓ Plans and implements morale activities in accordance with the commander's mission
- ✓ Gets lists from other staff sections of the support personnel they need at the event
- ✓ Plans and supervises medical services
- ✓ Prepares and supervises the safety plan
- ✓ Prepares orders and plans the awards ceremonies

The Paperwork of the S-1



- Service Records
- Orders
- Permanent Orders
- Files
- Memoranda
- Circulars
- Bulletins

Service Record Example

SERVICE RECORD		(TO BE RETURNED TO ISSUING OFFICE)	
Card No.	300	S	ENST 01
Date of BIRTH	05 JAN 1950	In Europe from	SEP 2004
Branch	Dist Public Serv	Phone	010-880-0000
Home Address	11111 Oak Ave Oakville CA		
APPOINTMENTS AND REDUCTIONS			
GRADE	AUTHORITY	DATE OF TERM	GRADE AUTHORITY DATE OF TERM
DDC	USARMC 1	10/01/02	
DFC	USARMC 1	10/01/02	
AWARDS AND DECORATIONS			
TITLE	AUTHORITY	DATE	TYPE AUTHORITY DATE
STATE DEC	SP0400010	10/01/02	
STATE DEC	SP0400010	10/01/02	
MILITARY QUALIFICATION			
SELF	DEAL	SCORE	POSSESSIBLE DATE

Unit Orders Example (Promotion)

CALIFORNIA CADET CORPS
Headquarters, 30th Battalion
Cadet Middle School
9999 Cadet Drive
Cadeville, California 91111

ORDER C999-0506-00X 10 January 2006

The following cadet are promoted.

Name	From	To	Unit	Effective Date
Apple, Joe	Cadet	C-1SG	1st Platoon	15 January 2006
Baker, Jill	Cadet	C-2SG	2nd Platoon	15 January 2006
Chen, Bob	Cadet	C-3SG	3rd Platoon	15 January 2006
Davis, Elizabeth	Cadet	C-4SG	4th Platoon	15 January 2006

Additional instructions: None
Formal: CAL301

FOR THE PRINCIPAL:

OFFICIAL: JACK THOMPSON
MAJ, CACC
Commandant of Cadets

JIM CADET
COLT
Commanding

Unit Orders Example (Duty Assignment)

CALIFORNIA CADET CORPS
Headquarters, 30th Battalion
Cadet Middle School
9999 Cadet Drive
Cadeville, California 91111

ORDER C999-0506-00X 10 January 2006

The following cadet duty assignments are announced.

Name	Rank	Assignment	Effective Date
Apple, Joe	C-1SG	Platoon Leader, 1Pl	15 January 2006
Baker, Jill	C-2SG	Platoon Sergeant, 1Pl	15 January 2006
Davis, Elizabeth	CFC	Squad Leader, 2Pl, 1Sgt	15 January 2006

Additional instructions: None
Formal: CAL401

FOR THE PRINCIPAL:

OFFICIAL: JACK THOMPSON
MAJ, CACC
Commandant of Cadets

JIM CADET
COLT
Commanding

Unit Permanent Orders Example

CALIFORNIA CADET CORPS
Headquarters, 30th Battalion
Cadet Middle School
9999 Cadet Drive
Cadeville, California 91111

PERMANENT ORDER C999-0506-00X 10 January 2006

The following cadet are awarded the School Service Ribbon with bronze numerical attachment in recognition of subsequent awards.

Name	Rank	Unit
Apple, Joe	C-1SG	1st Platoon
Baker, Jill	C-2SG	2nd Platoon
Chen, Bob	C-3SG	3rd Platoon
Davis, Elizabeth	CFC	2nd Platoon

Additional instructions: None
Formal: CAL302

FOR THE PRINCIPAL:

OFFICIAL: JACK THOMPSON
MAJ, CACC
Commandant of Cadets

JIM CADET
COLT
Commanding

Strength Report Example

**999 Battalion Headquarters
California Cadet Corps**

MONTHLY STRENGTH REPORT

School: Month:

Battalion Number:

Officers		Enlisted		Total
Present	Absent	Present	Absent	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Presented by: Signature: Battalion #1:

Authorized by: Signature:

The Unit Filing System

- Administration
- Personnel
- Training
- Operations
- Supply
- Logistics
- Public Affairs
