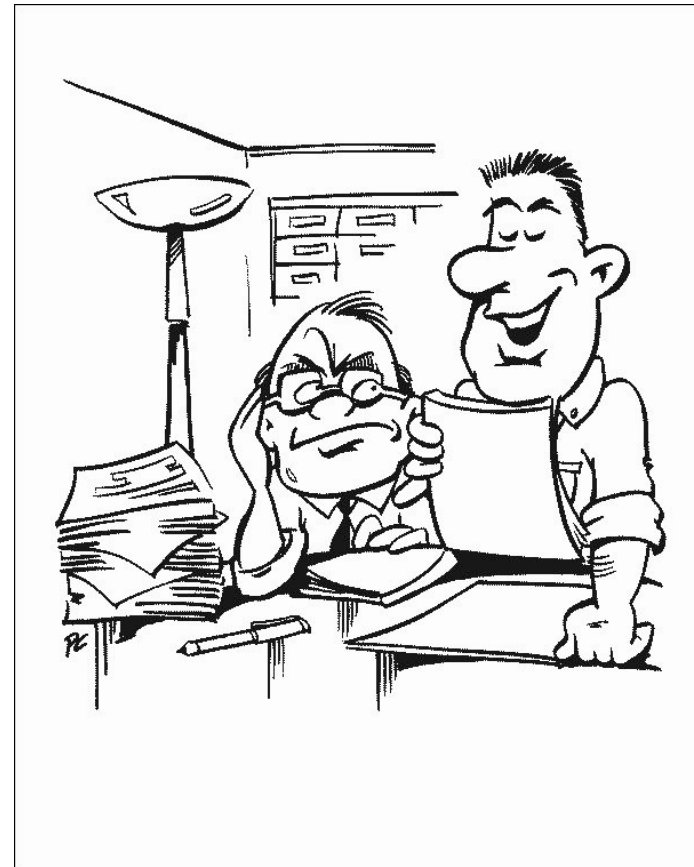


Duties and Responsibilities of an S-1

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 and 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

Unit Orders Example

(Promotion)

CALIFORNIA CADET CORPS
 Headquarters, 999th Battalion
 Cadet Middle School
 9999 Cadet Drive
 Cadetville, California 91111

ORDER OR999-0506-002 10 January 2006

The following cadet are promoted.

Name	From	To	Unit	Effective Date
Apple, Joe	C/SGT	C/SSG	1st Platoon	15 January 2006
Baker, Jill	C/SGT	C/SSG	1st Platoon	15 January 2006
Chilly, Bob	C/CPL	C/SGT	3rd Platoon	15 January 2006
Delta, Elizabeth	C/CPL	C/SGT	4th Platoon	15 January 2006

Additional instructions: None
 Format: CAL301

FOR THE PRINCIPAL:

OFFICIAL JACK THOMPSON
MAJ, CACC
Commandant of Cadets

JIM CADET
C/2LT
Commanding

Unit Orders Example

(Duty Assignment)

CALIFORNIA CADET CORPS Headquarters, 999th Battalion Cadet Middle School 9999 Cadet Drive Cadetville, California 91111			
ORDER OR999-0506-003		10 January 2006	
The following cadet duty assignments are announced.			
Name	Rank	Assignment	Effective Date
Apple, Joe	C/SSG	Platoon Leader, 1Plt	15 January 2006
Baker, Jill	C/SGT	Platoon Sergeant, 1Plt	15 January 2006
Delta, Elizabeth	CFC	Squad Leader, 2Plt, 1Sqd	15 January 2006
Additional instructions: None			
Format: CAL401			
FOR THE PRINCIPAL:			
OFFICIAL		JACK THOMPSON MAJ, CACC Commandant of Cadets	
JIM CADET C/2LT Commanding			

Unit Permanent Orders Example

CALIFORNIA CADET CORPS Headquarters, 999th Battalion Cadet Middle School 9999 Cadet Drive Cadetville, California 91111		
PERMANENT ORDER PO999-0506-011	10 January 2006	
The following cadet are awarded the School Service Ribbon with bronze numeral attachment in recognition of subsequent awards.		
Name	Rank	Unit
Apple, Joe	C/SSG	1st Platoon
Baker, Jill	C/SGT	2nd Platoon
Chilly, Bob	C/SGT	3rd Platoon
Delta, Elizabeth	CFC	2nd Platoon
Additional instructions: None Format: CAL320		
FOR THE PRINCIPAL:		
OFFICIAL	JACK THOMPSON MAJ, CACC Commandant of Cadets	
JIM CADET C/2LT Commanding		

Strength Report Example

California Cadet Corps Strength & Activities Report

Report Date Instructions: Enter numbers in row 15 and this report will automatically enter totals in rows 11 and 12.

Unit Designation

Brigade (for subunits)

Unit Name of Record (School or Headquarters Designation)

Unit City & State

Unit Classification

Unit Strength Total Enlisted Male Total Officer Male
 Total Enlisted Female Total Officer Female

Unit Office Symbol	Cadet Enlisted												Cadet Officers													
	E-M	E-I	F-6M	6F	7M	7F	8M	8F	9M	9F	10M	10F	11M	11F	12M	12F	8M	8F	9M	9F	10M	10F	11M	11F	12M	12F
CACC-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Previous Month's Activities

Date	Description

Upcoming Month's Activities

Date	Description

Report Prepared By (Battalion S-1)

Authenticated By (Battalion Commander)

(Commandant of Cadets)

CACC Form 5 (eform)
Revised 31 July 2005

The Unit Filing System

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