

Assessment

Cadet Regulation 1

Name _____

Directions: Use the copy of Cadet Regulation Number 1 provided and identify which page numbers you would find answers to the following questions.

1. How do you format a one page memorandum to a single addressee? _____
2. What is CACC Form 100? _____
3. What is your school's office symbol? _____
4. What is the effective date of an order? _____
5. What do you put in block 4 of a unit Strength and Activities Report? _____
6. What kinds of orders does a regiment publish? _____
7. What are the classes of orders? _____
8. When a cadet transfers from one school to another, what happens to the service record? _____
9. When is a unit Strength and Activities Report due to the Brigade? _____
10. When is a Brigade Strength and Activities Report due to the State? _____
11. Who gets copies of Unit Permanent Orders? _____
12. What is the maximum length of a State Permanent Order? _____
13. What goes on the letterhead of a memorandum? _____
14. What is the difference between an order and a permanent order? _____
15. What goes in file #11-04? _____
16. Do you put items in a file with the most recent date on the bottom or on the top? _____
17. How do you format the date on activities in the unit SAR? _____
18. Where would you find the template for an order for promotions? _____
19. How do you make erasures on a Service Record? _____
20. What goes in a 201 file? _____
21. Who has the authority to sign a brigade order? _____
22. Why do we have a master index? _____
23. What is the difference between a circular and an information bulletin? _____
24. Where do you find the authorized abbreviations for a service record? _____
25. What is the format number for an awards order? _____