

ASSIGNMENT 3

Textbook Assignment: Chapter 2, "Leadership and Administrative Responsibilities," pages 2-44 through 2-54 and Chapter 3, "Programs and Policies" pages 3-1 through 3-14.

- 3-1. Our Navy uses a standard filing system for which of the following reasons?
1. Frequent rotation of personnel
 2. Saves the Navy space
 3. Saves the Navy money
 4. All of the above
- 3-2. Which, if any, of the following classified material does not require controlled routing?
1. Confidential
 2. Top secret
 3. Secret
 4. None of the above
- 3-3. When filing material you should include all of the following except
1. the incoming document
 2. a copy of the outgoing correspondence
 3. any essential supporting documents
 4. all early drafts and extra copies
- 3-4. Standard subject identification codes (SSICs) provide which of the following standard systems throughout the Navy?
1. Colors
 2. Numbers
 3. Symbols
 4. Alphabets
- 3-5. When writing a naval letter, you should ensure it is well organized and orderly. Which of the following writing methods is NOT in the correct order?
1. Stating requests before justifications
 2. Stating explanations before answers
 3. Giving conclusions before discussions
 4. Giving summaries before details
- 3-6. The order that references appear in the reference block of a naval letter is based on which of the following factors?
1. The OPNAV/SECNAV number assigned
 2. The length of the title of the reference
 3. The order in which they appear in the text
 4. The numerical listing
- 3-7. Paragraphs in a naval letter should be short and contain roughly what maximum number of sentences?
1. 4 to 5
 2. 6 to 7
 3. 8 to 10
 4. 10 to 12
- 3-8. For an idea to gain emphasis within a sentence, where should it appear?
1. At the start or the end of the sentence
 2. At the end of the sentence only
 3. At the start of the sentence only
 4. In the middle of the sentence

- 3-9. To save words, clarify ideas, and provide balance when you wish to express two or more equally important ideas in a sentence, you should use which of the following types of sentence construction?
1. Minisentences
 2. Topic sentences
 3. Rambling sentences
 4. Parallel sentences
- 3-10. To make your writing more like speaking, you should use which of the following writing techniques?
1. Use personal pronouns
 2. Use everyday words
 3. Use short sentences
 4. All of the above
- 3-11. Which of the following writing practices is the best approach to a subject when writing a directive?
1. Write in the "third person" style
 2. Write directly to a user
 3. Write in terms of "how to" instructions
 4. Write in terms of "how to" checklists
- 3-12. As a subordinate writing to a senior, which of the following approaches should you avoid when setting the tone of the letter?
1. Directing
 2. Suggesting
 3. Requesting
 4. Recommending
- 3-13. Which of the following words hurt naval writing by stretching sentences, delaying meaning, and hiding responsibility?
1. Request you
 2. You are
 3. It is
 4. I am
- 3-14. For economy in writing, you should use as many abbreviations as possible.
1. True
 2. False
- 3-15. CMEO is an equal opportunity management system controlled primarily at which of the following levels?
1. Command
 2. Secretary of Defense
 3. Secretary of the Navy
 4. Chief of Naval Operations
- 3-16. Which of the following supervisors supports the Navy's Equal Opportunity program?
1. The one who relates positively and directly with all people equally
 2. The one who only listens to one point of view
 3. The one who stereotypes people
 4. The one who feels it necessary to intimidate some people to achieve goals
- 3-17. To manage and supervise people effectively, you must have which of the following leadership skills?
1. The ability to ignore conflicts among various groups
 2. The ability to listen to and understand what people have to say
 3. The ability to place people in correct racial, ethnic, and religious categories
 4. The ability to substitute generalized ideas about people when you aren't sure of their motives

- 3-18. To help your subordinates grow both personally and professionally, you must use which of the following supervisory practices?
1. Provide timely feedback on performance
 2. Provide on-the-job training
 3. Identify their strengths and weaknesses
 4. Each of the above
- 3-19. If a person commits an act of arbitrary discrimination, the commanding officer may take which of the following disciplinary actions?
1. Assign lower evaluation marks
 2. Award nonjudicial punishment
 3. Submit a recommendation for separation
 4. Each of the above
- 3-20. The Navy Rights and Responsibilities workshop is conducted by which of the following groups?
1. Command Training Team (CTT)
 2. Command Assessment Team (CAT)
 3. Command Rights and Responsibilities Team
 4. Striker Board
- 3-21. Which of the following subjects is NOT covered during the Navy Rights and Responsibilities workshop?
1. Navy Regulations
 2. Combatant skills
 3. Enlistment contract
 4. Grievance and redress
- 3-22. Information concerning equal opportunity contained in command records may NOT be obtained through which of the following methods?
1. Surveys
 2. Training
 3. Interviews
 4. Observations
- 3-23. What two methods of data collecting by the CAT require other data sources to be used to draw conclusions and produce findings that can be validly interpreted?
1. Command records and Interviews
 2. Interviews and observations
 3. Observations and surveys
 4. Surveys and interviews
- 3-24. Nonjudicial punishment is better known in the Navy by which of the following titles?
1. Mast
 2. Court-martial
 3. Captains mast
 4. Executive officers investigation
- 3-25. Without using court-martial intervention, what article of the UCMJ empowers a commanding officer to impose punishment for minor offenses on both officer and enlisted personnel?
1. 5
 2. 10
 3. 15
 4. 20
- 3-26. Under the UCMJ, punishment must be imposed within 2 years of the offense.
1. True
 2. False
- 3-27. The Report and Disposition of Offense(s), NAVPERS 1626/7, contains all of the following information except
1. preliminary inquiry report
 2. action of the XO at screening mast
 3. record of any pre-mast restraint
 4. all of the required pre-mast advice that must be given to the accused

- 3-28. Who must ensure that within a reasonable amount of time of the report of an offense that the accused is fully advised of his or her rights concerning a possible NJP?
1. Legal officer
 2. Chief Master-at-Arms
 3. Officer contemplating imposing NJP
 4. Department head and division officer of the accused
- 3-29. Your rights are found under what UCMJ article?
1. 15
 2. 31
 3. 37
 4. 38
- 3-30. The preliminary inquiry officer (PIO) completes what section of the NAVPERS 1626/7?
1. C
 2. E
 3. G
 4. I
- 3-31. Under article 15 of the UCMJ, the commanding officer has how many punishments identified that he or she can impose at mast?
1. 3
 2. 6
 3. 9
 4. 12
- 3-32. Restriction is the least severe form of deprivation of liberty.
1. True
 2. False
- 3-33. Arrest in quarters may only be imposed on which of the following naval personnel?
1. E-1 through E-9
 2. W-2 through W-4
 3. O-1 through O-10
 4. Both 2 and 3 above
- 3-34. Confinement on bread and water has a maximum duration of how many days?
1. 1
 2. 2
 3. 3
 4. 4
- 3-35. Which of the following punishments is considered the most severe form of NJP?
1. Correctional custody
 2. Reduction in grade
 3. Forfeiture of pay
 4. Restriction
- 3-36. Under article 15 of the UCMJ, you have how many days to appeal the punishment awarded to you if you feel that it was unjust or disproportionate?
1. 5
 2. 10
 3. 15
 4. 20
- 3-37. Which of the following terms describes the Navy's recognition that drug and alcohol abuse is incompatible with the Navy's effort to instill pride and professionalism?
1. Zero defects
 2. Zero tolerance
 3. Screening with meaning
 4. Self-referrals preferable
- 3-38. Why has the Navy taken a firm stand against drug abuse?
1. Drug abuse undermines combined readiness
 2. Drug abuse is costly in lost man-hours
 3. Drug abuse causes the loss of morale and esprit de corps
 4. Each of the above

- 3-39. What is the most valuable detection and deterrence tool used by the Navy to identify drug abusers?
1. Annual physicals
 2. Urinalysis testing
 3. Drug detection dogs
 4. Undercover military police
- 3-40. Each urinalysis sample is tested how many minimum number of times by one of the Navy's drug screening laboratories?
1. 1
 2. 2
 3. 3
 4. 5
- 3-41. Under the Navy's policy for drug abusers, which of the following actions is taken if a PO2 commits a drug abuse offense?
1. The person is screened for drug dependency
 2. The person is afforded in-service residential treatment
 3. The person is processed for immediate separation
 4. The person is given a waiver if he or she has exhibited exceptional service
- 3-42. A drug abuser deeply under the influence of narcotics displays which of the following characteristics?
1. Anxiety
 2. Lethargy
 3. Lucidity
 4. Hostility
- 3-43. Which of the following paraphernalia found in a locker is an indication that the person is a narcotics abuser?
1. Bent spoons
 2. Eyedroppers
 3. Cotton balls
 4. All of the above
- 3-44. A person who abuses heroin develops a tolerance for the drug. How does this tolerance affect the person's reaction to the drug?
1. The drug no longer has an effect on the person's central nervous system
 2. Larger doses are required for the same effect
 3. Smaller doses are required for the same effect
 4. The drug no longer has an effect on the person's bloodstream
- 3-45. Normally, which of the following signs is the first emotional reaction following a dose of heroin?
1. A feeling of relief
 2. A state of inactivity
 3. A state of extreme stress
 4. A feeling of weightlessness
- 3-46. Drinking a large amount of cough medication is a common method of abusing which of the following drugs?
1. Opium
 2. Heroin
 3. Codeine
 4. Morphine
- 3-47. A drug abuser who suffers long periods of time without sleeping or eating is probably abusing which of the following types of drugs?
1. Alcohol
 2. Narcotics
 3. Stimulants
 4. Depressants
- 3-48. A person who has taken an overdose of cocaine may experience which of the following reactions?
1. Death
 2. Anxiety
 3. Euphoria
 4. Excitation

- 3-49. Which of the following drugs can cause the heart or arteries to burst and cause a massive coronary?
1. Crack
 2. Codeine
 3. Amphetamines
 4. Phencyclidine
- 3-50. Which of the following drugs is abused on the pretense of weight control?
1. Marijuana
 2. Methadone
 3. Amphetamines
 4. Phencyclidine
- 3-51. Abuse of which of the following types of drugs results in the appearance of alcohol intoxication, but without the odor of alcohol on the breath?
1. Narcotics
 2. Stimulants
 3. Depressants
 4. Hallucinogens
- 3-52. Depressant overdoses, when taken with alcohol, may result in which of the following conditions?
1. Death
 2. Articulate speech
 3. Mellow disposition
 4. Keen sense of humor
- 3-53. Abuse of which of the following types of drugs may result in reoccurring effects months after the drug has been taken?
1. Hallucinogens
 2. Depressants
 3. Stimulants
 4. Narcotics
- 3-54. Which of the following indicators is one of the dangers to the hallucinogen abuser?
1. A change in sleeping habits
 2. A change in the mental condition
 3. The physical dependence created by the drug
 4. The unpredictability of the effects of the drug
- 3-55. Which of the following conditions is an indicator of a marijuana abuser presently under the influence of the substance?
1. Loud and rapid talking
 2. Great bursts of laughter
 3. In a stupor or seems sleepy
 4. All of the above
- 3-56. The effects of marijuana on the emotions and senses of the user depend on which of the following factors?
1. The amount and strength of the substance
 2. The social setting and expected effects
 3. Both 1 and 2 above
 4. The DNA structure of the user
- 3-57. Volatile chemical abuse is usually indicated by which of the following conditions?
1. Constricted pupils
 2. Clear whites of the eyes
 3. White substance around the nostrils
 4. Smell of the chemical on the breath
- 3-58. Which of the following personnel are subject to participation in the urinalysis testing program?
1. Officer personnel under the age of 25 only
 2. Enlisted personnel in paygrades E-4 and below only
 3. Enlisted personnel only, regardless of rank or age
 4. All enlisted and officer personnel, regardless of the rank or age

3-59. Which of the following persons must have prior knowledge of a drug detection dog inspection or search?

1. The dog handler
2. The commanding officer
3. Both 1 and 2 above
4. All personnel involved in the search

3-60. Which of the following types of behavior could be a positive clue that a person is abusing some form of drugs?

1. Wanting to sell a stereo system and TV set at the same time
2. Repeatedly showing symptoms associated with drug abuse
3. Botching a job when it is known that the person is usually a top performer
4. Keeping tablets, capsules, or other forms of drugs in one's locker