

ASSIGNMENT 1

Textbook Assignment: “Leadership, Supervision, and Training,” chapter 1, and “Military Justice and Bearing,” chapter 2.

- 1-1. Which of the following terms is interchangeable with *fundamentals of leadership*?
1. Total quality leadership
 2. Motivational theory
 3. Basic principles of leadership
 4. Principles of supervision
- 1-2. The publications that govern the rules and regulations of a petty officer's actions are
1. *U.S. Navy Regulations and Manual for Courts-Martial* only
 2. *U.S. Navy Regulations and Standard Organization and Regulations of the U.S. Navy* only
 3. *U.S. Navy Regulations, Manual for Courts-Martial, and Standard Organization and Regulations of the U.S. Navy*
 4. *Military Requirements for Petty Officer Third Class*
- 1-3. An effective leader should recognize that people as individuals have different values and beliefs.
1. True
 2. False
- 1-4. Which of the following traits is/are common to all successful leaders?
1. Initiative
 2. Dedication
 3. Accountability
 4. All of the above
- 1-5. Which of the following statements explains the relationship between followership and leadership?
1. The skills used are opposites
 2. The skills used are not opposites
 3. The skills used are unrelated
 4. The roles are performed separately
- 1-6. When you realize you have made a wrong decision, admit your mistake, accept the responsibility, and
1. criticize others for the mistake
 2. don't let subordinates know of your mistake
 3. take steps to avoid repeating the error
 4. do nothing else
- 1-7. You will be responsible for providing training to lower-rated personnel for which of the following reason(s)?
1. They may be inexperienced
 2. They may be poorly trained
 3. Advancement enhancement
 4. All of the above
- 1-8. Not understanding the technical language of your rate results in which of the following problems?
1. Poor communication
 2. Failure to advance in rate
 3. Misinterpretation of official publications
 4. All of the above

- 1-9. Human behavior is the result of attempts to satisfy certain
1. wants
 2. ideas
 3. whims
 4. needs
- 1-10. Human behavior is classified into which of the following number of levels or groups?
1. Five
 2. Six
 3. Three
 4. Four
- 1-11. What level of human behavior is the most important?
1. Esteem
 2. Safety-security
 3. Survival
 4. Self-actualization
- 1-12. When dealing with people, you can NOT change which of the following human traits?
1. Wants
 2. Thought processes
 3. Skills
 4. Emotional makeup
- 1-13. An effective leader uses personality and skill to motivate and influence people to do a job.
1. True
 2. False
- 1-14. When you break a job down into tasks, you are performing what phase of supervision?
1. Directing
 2. Planning and organizing
 3. Rewarding and disciplining
 4. Setting goals
- 1-15. What series of OPNAV instructions provides detailed instructions on a wide range of safety concerns?
1. 4400
 2. 5100
 3. 6100
 4. 11200
- 1-16. In order to judge the progress of a job, which of the following basic questions must you answer before you begin the job?
1. Who and what
 2. When and where
 3. How
 4. All of the above
- 1-17. When reporting status to a superior there are four "B's" to remember: Be on time, Be accurate, Be brief, and Be
1. gone
 2. courteous
 3. formal
 4. forceful
- 1-18. Nominating a subordinate for Sailor of the month is an example of what type of feedback?
1. Positive
 2. Constructive
 3. Good
 4. Praise
- 1-19. A good rule of thumb to follow when giving feedback is to correct
1. openly and directly
 2. in public and praise in private
 3. in private and praise in public
 4. when you and the other person have time

- 1-20. If 20% of your people are causing 80% of the problems, how much of your administrative time can you expect to spend dealing with this same 20%?
1. 20% to 30%
 2. 40% to 50%
 3. 60% to 70%
 4. 80% to 90%
- 1-21. When counseling a subordinate, which of the following is NOT a key point to remember?
1. Be a good listener
 2. Keep the individual's problem confidential
 3. Help the individual grow in self-understanding
 4. All problems are solvable in one session
- 1-22. During counseling you allow the subordinate to determine the direction of the session. What type of counseling session is this?
1. Self-directed
 2. Nondirected
 3. Undirected
 4. Informal directed
- 1-23. The Personnel Qualification Standard (PQS) is designed to qualify a Sailor for a specific watch station at what level?
1. Minimum
 2. Maximum
 3. Intermediate
 4. Expert
- 1-24. Which of the following methods is used for record keeping in PQS?
1. Chart only
 2. Computer only
 3. Either 1 or 2 above
 4. Sign-off page
- 1-25. *Values* is one of the themes used as the foundation for the *Leadership Continuum* course. Which of the following themes is/are also used as the foundation?
1. Responsibility and authority
 2. Unity of command, Navy, and services
 3. Continuous improvement
 4. All of the above
- 1-26. When deciding on a method of teaching, which of the following factors must you consider?
1. Nature of the trainee
 2. Subject matter
 3. Time limitations
 4. All of the above
- 1-27. Detailed information on the duties and responsibilities of a training petty officer can be found in what document?
1. *Standard Organization and Regulations of the U. S. Navy*
 2. *Personnel Qualification Standards Management Guide*
 3. OPNAVINST 3500.34
 4. OPNAVINST 5500
- 1-28. During class discussions and directed class discussions, what method of instruction is used?
1. Telling
 2. Lecturing
 3. Facilitating
 4. Demonstrating
- 1-29. During a class discussion, what questioning technique should be used?
1. Yes or no
 2. Thought provoking
 3. Closed ended
 4. Intimidating

- 1-30. After instruction, when the trainee is required physically to repeat the steps in a procedure, what method of teaching should have been used by the instructor?
1. Telling
 2. Lecturing
 3. Demonstrating
 4. Discussing
- 1-31. During a lesson summary, which of the following major aims should be met to help the trainee?
1. Identification of subject matter
 2. Organization of subject matter
 3. Understanding of subject matter
 4. All of the above
- 1-32. An instructor by asking well-directed questions can make the difference between a dull lecture and a lively discussion.
1. True
 2. False
- 1-33. The technique of asking questions should NOT be used to review the lesson of instruction.
1. True
 2. False
- 1-34. A Navy command with 130 assigned personnel is required to have how many people appointed to the command training team?
1. 5
 2. 2
 3. 3
 4. 4
- 1-35. A petty officer receives general authority from what document?
1. *Standard Organization and Regulations of the U.S. Navy*
 2. *U.S. Navy Regulations*
 3. *Uniform Code of Military Justice*
 4. Letter of Appointment
- 1-36. A petty officer receives organizational authority from what document?
1. *Standard Organization and Regulations of the U.S. Navy*
 2. *U.S. Navy Regulations*
 3. *Uniform Code of Military Justice*
 4. Letter of Appointment
- 1-37. Any order imposing punishment outside the framework of the *Uniform Code of Military Justice (UCMJ)* is unlawful.
1. True
 2. False
- 1-38. A petty officer can take certain measures to correct minor infractions under which of the following articles of the *UCMJ*?
1. 12
 2. 13
 3. 14
 4. 15
- 1-39. Extra military instruction (EMI) is classified as what type of corrective action?
1. General
 2. Punitive
 3. Nonpunitive
 4. Physical
- 1-40. EMI can be assigned for what maximum number of hours per day?
1. 1
 2. 2
 3. 3
 4. 4

- 1-41. The purpose of EMI is to correct a training deficiency and deprive normal liberty.
1. True
 2. False
- 1-42. EMI can NOT be assigned and conducted on the Sabbath.
1. True
 2. False
- 1-43. Authority to assign EMI may be delegated to which of the following lowest levels?
1. E-6
 2. E-7
 3. Junior officer
 4. Department head
- 1-44. A privilege is a benefit provided for the convenience or enjoyment of an individual.
1. True
 2. False
- 1-45. From the list below which is NOT an example of a privilege?
1. Base parking
 2. Base or ship library
 3. Normal liberty
 4. Exchange of duty
- 1-46. Withholding of a privilege rests with which of the following authorities?
1. The person in charge of the work center
 2. The person that grants the privilege
 3. The chief master-at-arms
 4. The officer of the deck
- 1-47. “Authority should be delegated to the lowest level of competence commensurate with the subordinate’s assigned responsibility and capabilities” means which of the following people is accountable for the performance of a task?
1. Command officer
 2. Division officer
 3. Petty officer assigning the task
 4. Subordinate performing the task
- 1-48. Your responsibilities as a petty officer end when you are on liberty.
1. True
 2. False
- 1-49. When an enlisted person violates a regulation in the presence of both an officer and a petty officer, who is responsible for correcting the violator?
1. Master-at-arms
 2. Officer
 3. Petty officer
 4. Chief petty officer
- 1-50. Except for a major offense, a person should be put on report only as a last resort.
1. True
 2. False
- 1-51. When placing a person on report, you may orally notify the chain of command (COC).
1. True
 2. False
- 1-52. The results of a preliminary inquiry of an alleged offense are given to which person?
1. Accuser
 2. Executive officer
 3. Master-at-arms
 4. Command master chief

- 1-53. Under article 31 of the *UCMJ* special caution is cited for which of the following areas?
1. Preservation of the accused's rights
 2. Right to see the results of inquiry
 3. Preservation of the identity of the accuser
 4. Communication with the accuser
- 1-54. As a member of the armed forces, you believe you have been wronged by your commanding officer. After due application to the commanding officer, you are refused redress. Under what article of the *UCMJ* may you complain to any superior officer?
1. 1
 2. 45
 3. 115
 4. 138
- 1-55. Who decides which type of court-martial to award?
1. Accuser
 2. Accused
 3. Executive officer
 4. Commanding officer
- 1-56. Where can you find a list of offenses that must be reported?
1. *Uniform Code of Military Justice*
 2. *Naval Regulations*
 3. *Ships' Organizational and Regulation Manual*
 4. *Code of Conduct*
- 1-57. Hair should be tapered from the lower hairline upward by at least how many inch(es)?
1. 1/2
 2. 3/4
 3. 1
 4. 1 1/2
- 1-58. Pens or pencils used for work may be worn exposed on the uniform.
1. True
 2. False
- 1-59. While in uniform women may wear both a necklace and a choker.
1. True
 2. False
- 1-60. When are sea-bag inspections required for all E-3 and below personnel?
1. Annually
 2. Biannually
 3. Upon transfer
 4. Upon check in at a new command
- 1-61. Chevrons on rating badges worn on the pea coat of both male and female Sailors measure 3 1/4 inches wide.
1. True
 2. False
- 1-62. How far from the front and lower edge of the collar is the collar device placed?
1. 1/2 inch
 2. 3/4 inch
 3. 1 inch
 4. 1 1/2 inches
- 1-63. The hat device is centered on the front of the ball cap how many inch(es) above the visor?
1. 1/2
 2. 3/4
 3. 1
 4. 1 1/4