ASSIGNMENT 2

Textbook Assignment: Chapter 2, "Leadership and Administrative Responsibilities," pages 2-11 through 2-43.

"Questions 2-1 through 2-42 have been deleted. Remember to leave these spaces blank on your answer sheet."

2-43. If you use a facsimile stamp of someone's signature, what should appear next to the signature to authenticate the facsimile?

1. Acting
2. By direction
3. Your initials
4. Your signature

2-44. A naval message should be used instead of a NAVGRAM under which of the following circumstances?

1. The communication is urgent and speed is of primary importance
2. The addressee is an overseas station
3. The communication is classified
4. Its use is cost effective

2-45. If a command is the "information addressee" on a message, which of the following actions, if any, should the command take concerning the message?

1. Route the message to concerned officers to determine the action addressee's responsibilities
2. Whatever action is required within the command
3. The actions directed by the action addressee
4. None of the above

2-46. After a naval message has been prepared and signed by the drafter, which of the following persons releases the message?

1. The drafter
2. The senior Radioman
3. The delegated releasing officer
4. The communications watch officer

2-47. Who is responsible for the validation of the contents of a message?

1. Originator
2. Addressee
3. Releaser
4. Drafter

2-48. Who is responsible for the selection of a message precedence?

1. Drafter
2. Releaser
3. Addressee
4. Originator

2-49. Who is responsible for the proper addressing of messages?

1. Originator
2. Addressee
3. Releaser
4. Drafter

2-50. When assigning precedence to a message, which of the following factors should you consider?

1. Importance of the subject
2. Desired delivery time
3. Both 1 and 2 above
4. Seniority of the originator

2-51. What is the highest precedence normally authorized for administrative messages?

1. Immediate
2. Priority
3. Routine
4. Flash

2-52. What precedence is identified by the prosign O?

1. Flash
2. Priority
3. Immediate
4. Emergency Command

2-53. A message is released at 1930 hours Greenwich Mean Time on 2 January 1991. What is the correctly stated date-time group (DTG) assigned to the message?

1. 1930Z 02JAN91
2. 02JAN91 1930Z
3. 19302Z JAN 91
4. 021930Z JAN 91

2-54. Naval messages may have a total of (a) how many originators and (b) how many action and information addressees?

1. (a) One (b) one each
2. (a) Two (b) two each
3. (a) Three (b) unlimited
4. (a) One (b) unlimited

2-55. Messages addressed to address indicating groups (AIGs) would most likely contain which of the following types of information?

1. Directive changes
2. Emergency leave requests
3. Destructive storm warnings
4. Personnel changes of station

2-56. When a message is unclassified, what word or abbreviation should appear on the classification line?

1. UNCLASSIFIED
2. NOCLASS
3. NONCLAS
4. UNCLAS

2-57. A message readdressal refers to what kind of message?

1. A corrected copy of the original draft
2. A duplicate copy transmitted to an activity because the original was illegible
3. One transmitted to an activity that is not an addressee on the original draft
4. One that has been returned to the originator for additions or deletions by higher authority

2-58. Unless otherwise directed, all naval message directives are automatically canceled after what maximum period of time?

1. 12 months
2. 6 months
3. 90 days
4. 30 days

2-59. Minimize requires message drarters and releasers to make which of the following considerations?

1. Is the message as short as possible
2. Is electrical transmission essential
3. Can the message be sent at a later date
4. May the message be sent to more than one addressee

2-60. A rough draft of naval correspondence to be reviewed by a drafting officer should contain which of the following types of information?

1. Two ideas in each sentence and more than one central thought in each paragraph
2. One subject, clearly and concisely written
3. All information pertaining to the subject
4. The smallest details of all the facts

2-61. What should be your first concern in drafting correspondence?

1. Format
2. Purpose
3. Distribution
4. Security classification

2-62. When organizing a naval letter, what information should you include in the first paragraph?

1. References used
2. Listing of addressees
3. Purpose of the letter
4. Overview of the letter contents

2-63. You are assigned the task of writing a piece of naval correspondence. Which of the following steps should be your first?

1. Writing an outline
2. Determining the target date
3. Determining the distribution list
4. Gathering appropriate reference material

2-64. When preparing the rough draft of a naval letter, you should concentrate on which of the following aspects?

1. Proper spelling and punctuation
2. Proper style and letter format
3. The appropriate references
4. The necessary information

2-65. When reviewing the rough draft of your correspondence for the first time, which of the following procedures should you follow?

1. Review your accomplishments
2. Remove unnecessary introductory phrases
3. Rework paragraphs that are difficult to understand
4. Make brief notes at points where the text can be improved

2-66. Before presenting smooth correspondence for signature, you should check for accuracy in which of the following areas?

1. Standard subject identification codes
2. Properly labeled and attached enclosures
3. Correct titles of all addressees
4. All of the above

2-67. The security classification you assign to naval correspondence is determined by which of the following factors?

1. The number of information addressees
2. The information contained in the correspondence
3. The security classification of related documents
4. The security classification of references contained in the correspondence

2-68. An endorsement may be placed on the signature page of a naval letter under which of the following circumstances?

   1. The text of the endorsement consists of a maximum of three lines
   2. The basic letter and the endorsement bear the same security classification
   3. The security classification of the endorsement is lower than that of the basic letter
   4. The space on the signature page of the basic letter is sufficient to accommodate the entire endorsement

2-69. Correspondence that is used as informal communication between subordinates within the same activity can be accomplished by using which of the following methods?

   1. NAVGRAM
   2. Speedletter
   3. "Memorandum For"
   4. "From-To" memorandum

2-70. What is the purpose of a NAVGRAM?

   1. Urgent communications between DOD addressees
   2. To ensure priority handling of the communication by the addressee
   3. To transmit urgent correspondence by electrical means
   4. To ensure special handling by postal authorities