

## Inspection Questions

### LET 3

1. U3C1L1:F1

JROTC Army commanders get their authority from \_\_\_\_\_.  
the Senior Army Instructor

2. U3C1L1:Q1

The \_\_\_\_\_ supervises and coordinates staff to prevent overlapping efforts and ensure that the commander's goals are met.  
executive officer

3. U3C1L1:Q7

T or F: Battalions are the highest level at which the U.S. Army authorizes a staff.  
False

4. U3C1L1:Q9

What are the two channels of information within a command?  
Command channels and staff channels

5. U3C1L1:Q11

T or F: A staff officer of a higher headquarters has no authority over the staff of a subordinate headquarters.  
False

6. U3C1L1:V1

\_\_\_\_\_ is the communication route for commanders to transmit orders to all subordinate units. All orders are transmitted in the name of the commander.  
Command channels

7. U3C1L1:V2

A commander's XO and all of the staff positions the XO supervises are known as \_\_\_\_\_ staff.  
coordinating

8. U3C1L2:F1

When you are planning a meeting, what is the first thing you should do?

Clarify the purpose of the meeting

9. U3C1L2:Q1

During part of a meeting, a group reviews the agenda, lists ground rules, and assigns roles. What phase of a meeting is this?

Starting

10. U3C1L2:H1

Based on what you know, how would you explain the process of planning for a meeting?

11. U3C1L2:V2

The official record of what happened at a meeting is called the \_\_\_\_\_.  
meeting minutes

12. U3C1L2:V1

A plan or outline for a meeting is called \_\_\_\_\_.  
an agenda

13. U3C1L2:Q2

Shelly is a meeting facilitator. She is trying to get attendees to discuss a topic no one seems very interested in. What should she do?

Ask open-ended questions

14. U3C1L3:V1

A Memorandum of Instruction (MOI) is a written document that \_\_\_\_\_.  
details the specifics of a project or mission

15. U3C1L3:F1

The commander's role in planning should be more directive when \_\_\_\_\_.  
there is little time to accomplish the mission

17. U3C1L4:H4

How could you verify that progress toward the continuous

18. U3C1L3:H1

How would you apply what you have learned about the seven-step decision-making process when planning for you community's Veterans' Day observance?

19. U3C1L4:V2

The act of working together is \_\_\_\_\_.  
collaboration

20. U3C1L4:V3

Continuous improvement is \_\_\_\_\_.  
the ongoing process of improvement

21. U3C1L4:Q2

T or F: Continuous improvement is a process that is only used in the military and JROTC.  
False

22. U3C1L4:V1

\_\_\_\_\_ is the process of certifying that all requirements of a school, curriculum, etc., have been met.  
Accreditation

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24. U3C1L3:V2

\_\_\_\_\_ is a list of established actions to carrying out a given task.  
Standard operating procedure

25 U3C1L4:Q1

The first step in continuous improvement is to \_\_\_\_\_.  
identify the problem

26. U3C1L4:Q7

T or F: In the JPA briefing, the team leader is the only person who speaks in the presentation.  
False

27. U3C1L4:Q2

T or F: Continuous improvement is a process that is only used in the military and JROTC.  
False

28. U3C1L1:Q3

\_\_\_\_\_ officers are the principal staff assistants to the commander and each specializes in an S-1 through S-5 (or a combined) function.  
Coordinating staff