

Report Date: 22 Jan 2014

**Summary Report for Individual Task
805B-79T-4309
Process Request for Marketing/Advertising Support
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You have received the request for marketing/advertising support. You have full access to all regulatory guidance, reference materials, and leader guidance. Standard MOPP conditions do not exist for this task. See the MOPP statement for specific conditions.

Standard: Process a request for marketing and advertising support using applicable regulations and your state/territory's local policy. To properly process the request you must complete the following: Confirm that the request is complete and accurate Identify the requirements associated with the request Determine that the request meets all regulatory guidance Determine that you are able to support the request Recommend approval or denial based on consideration of request Schedule the support requested

Special Condition: None

Safety Level: Low

MOPP: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Receive request form for marketing support.
 - a. Review request for completeness/accuracy.
 - b. Identify requirements associated with request for support.
 - (1) Financial.
 - (2) Space requirements.
 - (3) Equipment requirements.
 - (4) Office materials.
 - c. Determine if request meets regulatory/local authorizations.
 - (1) Spending limits.
 - (2) DOT Regulations to move heavy equipment.
 - (3) Local ordinances on display.
 - d. Determine supportability of request.
 - (1) Funds are available.
 - (2) Requested equipment availability.
 - (3) Materials are available.
2. Recommend approval/denial of request.
 - a. Conducts correspondence with requestor stating reason for approval/denial.
 - (1) Lack of funding.
 - (2) Asset non-availability.
 - b. Files correspondence in local file.
3. Schedule request requirements.
 - a. Identify funding resources.
 - (1) Government Purchase Card.
 - (2) GPO.
 - (3) Contract.

b. Schedule resourcing as required.

(1) Purchase request.

(2) Mobile Event Equipment.

(3) Print Items, social media, on-line support.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job-training for Soldiers who experience major difficulties in task performance.

Evaluation Preparation: This task may be evaluated by two methods; a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section. b. Supervisor's Evaluation. Ensure that the Soldier(s) have the material shown in the Condition Statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, in accordance with the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Received request form for marketing support.			
2. Recommended approval/denial of request.			
3. Scheduled request requirements.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DODFMR 7000.14-R, VOL 12	Department of Defense Financial Management Regulation, Volume 12, Special Accounts, Funds and Programs	Yes	No
	NG PAM 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No
	PAM 710-2-1	USING UNIT SUPPLY SYSTEM (MANUAL PROCEDURES)	Yes	No
	USAR PAM 37-1	Defense Joint Military Pay System- Reserve Component (DJMS-RC) Procedures Manual	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4
79T-ARNG Marketing and Advertising-SL4	Enlisted	MOS: 79T, Skill Level: SL4