

**Summary Report for Individual Task
101-F22-0010
Maintain the General/Flag Officer's Quarters
Status: Approved**

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

DESTRUCTION NOTICE: None

Condition: You are an Enlisted Aide for a General/Flag Officer. You are responsible for maintaining the General/Flag Officer's quarters. You have access to cleaning and maintenance equipment, all applicable references, and a computer. This task should not be trained in MOPP.

Standard: Maintain the quarters to include furnishings, equipment, and grounds in accordance with the cleaning schedule and the General/Flag officer's wishes. All work orders for repairs must be up-to-date.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Identify areas of responsibility.
2. Obtain contact information for local work orders and ground care.
3. Develop a cleaning plan/schedule.
4. Conduct daily inspections and evaluations of property and grounds.
5. Maintain property and grounds as required.
6. Maintain furnishings and equipment as required.
7. Request work orders as required.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier/Service Member a GO if all performance measures are passed. Score the Soldier/Service Member a NO-GO if any performance measure is failed. If the Soldier/Service Member scores a NO-GO, show the individual what was done wrong and how to do it correctly.

Evaluation Preparation: At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified areas of responsibility.			
2. Obtained contact information for work orders and ground care.			
3. Developed a cleaning plan/schedule.			
4. Conducted daily inspections and evaluations of property and grounds.			
5. Maintained property and grounds as required.			
6. Maintained furnishings and equipment as required.			
7. Requested work orders as required.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 420-1	ARMY FACILITIES MANAGEMENT	No	No
	DA PAM 420-1-1	Housing Management	No	No
	ISBN 0-7432-7286-2	Home Comforts	No	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 and reduce waste 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.

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. Follow manufacturer's operating, safety, and maintenance instructions when operating equipment. Do not mix cleaning chemicals.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
Enlisted Aide	Enlisted	MOS: 92G, ASI: Z5, Duty Pos: AJZ