

Summary Report for Individual Task
805B-79T-4307
Prepare Memorandum
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: You are assigned to the RRC Marketing & Advertising section and are required to prepare a memorandum. You have been provided the following: a personal computer system loaded with MS Office software, AR 25-50, and standard office supplies and equipment, to include a dictionary. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Prepare a properly formatted formal memorandum for signature, distribution, and file. Create the document using MS Word (or other word processing equipment/software); save and then print the document.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Type all of the elements appropriate to preparing a formal or informal memorandum. Elements may include:
 - a. Letterhead (for formal memorandum).
 - b. Suspense date (if applicable).
 - c. Office symbol.
 - d. Date.
 - e. MEMORANDUM for addressee(s).
 - f. SEE DISTRIBUTION addresses format (if applicable).
 - g. MEMORANDUM THRU-FOR addresses (single or multiple).
 - h. Subject Line.
 - i. Body (text).
 - (1) Reference(s) in first paragraph (when used).
 - (2) Writer's identification (point of contact) and address (if necessary).
 - j. Authority line (if required).
 - k. Signature block.
 - l. Enclosure listing (if applicable).
 - m. Distribution listing (if applicable).
 - n. Copy(s) furnished (CF) listing (if applicable) and with/without enclosure(s) notation (if applicable).
 - o. Page number (second and subsequent pages only).
 - p. Classification markings/handling instructions (if applicable).
2. Prepare a formal or informal memorandum so that the content of each element is complete and correct.
3. Prepare the formal or informal memorandum in the proper format.
 - a. Placement of the elements.
 - b. Margins (left, right, top, and bottom).
 - c. Spacing (horizontal/vertical).
 - d. Paragraphing.

(1) Spacing within the paragraph(s).

(2) Spacing between paragraphs.

(3) Indentation.

(4) Division/subdivision.

(5) Identification (number, letter, etc.).

4. Type a continuation page of a formal or informal memorandum (if required) on second and subsequent pages using the appropriate elements and proper format.

5. Prepare a formal or informal memorandum with sufficient copies for proper distribution and file.

6. Use correct spelling, capitalization, abbreviation, and punctuation.

7. Make neat and legible corrections.

8. Mark all enclosures, as required.

9. Assemble (and protect with the appropriate cover sheet when required) a completed formal or informal memorandum and all associated materials in proper sequence and staple where/when necessary.

(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. Typed all of the elements appropriate to preparing a formal or informal memorandum.			
2. Prepared a formal or informal memorandum so that the content of each element is complete and correct.			
3. Prepared a formal or informal memorandum in the proper format.			
4. Typed a continuation page of a formal or informal memorandum (if required) on second and subsequent pages using the appropriate elements and proper format.			
5. Prepared a formal or informal memorandum with sufficient copies for proper distribution and file.			
6. Used correct spelling, capitalization, abbreviation, and punctuation.			
7. Made neat and legible corrections.			
8. Marked all enclosures, as required.			
9. Assembled (and protected with the appropriate cover sheet when required) a completed formal or informal memorandum and all associated materials in proper sequence and stapled where necessary.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-50	Preparing and Managing Correspondence	Yes	Yes

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 ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer 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
ICTL (SL 4) Nunez Created on Fri Jan 09 14:35:23 EST 2015	Enlisted	Skill Level: SL4