

Report Date: 21 Feb 2014

**Summary Report for Individual Task
101-F22-0017
Prepare for an Official Office Call
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 preparing for an official office call to support the General/Flag Officer in accomplishing his/her military and official responsibilities. You have access to the General/Flag Officer's office, schedule, funds, facilities and equipment for preparing food and beverages, required serving equipment, Protocol office, and all applicable references. This task should not be trained in MOPP.

Standard: Prepare for an official office call by setting up and serving food and beverages as required. This includes the care and maintenance of the office, preparation for visitors, preparation of food and beverages, and administrative assistance.

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. Determine who, what, where, when, and why for the office call.
2. Coordinate with Protocol office to determine special requirements:
 - a. Dietary restrictions.
 - b. Any special instructions from visiting guest or guests.
3. Prepare office to receive guests and visitors.
4. Prepare serving tray.
5. Prepare food and beverages as required.
 Note: You may be required to prepare and serve coffee or hot tea, or both depending on the guest.
6. Set up and prepare serving table.
7. Exit the office and remain on standby.
8. Remove the tray, table, and food and beverages at the conclusion of the meeting.

(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. Determined who, what, where, when, and why for the office call.			
2. Coordinated with Protocol office to determine special requirements.			
3. Prepared office to receive guests and visitors.			
4. Prepared serving tray.			
5. Prepared food and beverages as required.			
6. Set up and prepared serving table.			
7. Exited the office and remained on standby.			
8. Removed serving equipment, food, and beverages at the conclusion of the meeting.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DA PAM 600-60	A Guide to Protocol and Etiquette for Official Entertainment	No	No
	ISBN 087021-620-1	SERVICE ETIQUETTE	No	No
	SERVSAFE	ServSafe Essentials	No	No
	TB MED 530	Occupational and Environmental Health, Food Sanitation	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. Observe safety precautions in cooking and serving areas. Ensure knives are properly used and stored when not in use. Follow manufacturer's operating, safety, and maintenance instructions when operating equipment.

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