

Summary Report for Individual Task
805C-42A-4100
Integrate Legal Support
Status: Approved

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

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are assigned as the Senior HR NCO and your commander tasks you to present an information briefing to all unit commanders and first sergeants on Suspension of Favorable Personnel Actions and the Administrative Separation Process. You have access to all applicable administrative publications to include AR 635-200 (Active Duty Enlisted Administrative Separations) and AR 600-8-2 (Suspension of Favorable Personnel Actions (Flag)). This task should not be trained in MOPP 4.

Standard: With a minimum of 70% accuracy, prepare a comprehensive S-1 legal support presentation and brief unit leaders on Suspension of Favorable Personnel Actions and Administrative Separations.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: Newly assigned company commanders in your unit need training on Flags and administrative separations procedures.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Brief unit leaders on Suspension of Favorable Personnel Actions.
 - a. Initiating a flag.
 - b. Categories.
 - (1) Non-transferable.
 - (2) Transferable.
 - c. Effective date of flag.
 - d. Actions prohibited by a Flagging Action.
 - e. Exceptions to policy.
 - f. Suspension of Favorable Personnel Actions (Flag) Report (AAA-95).
 - (1) Review monthly.
 - (2) Validation.
 - (3) Flags over 6 months reviewed and validated by Battalion Commander.
 - g. Removing a flag.
2. Brief unit leaders on Administrative Separations.
 - a. Administrative separation policies.
 - b. Counseling Requirements.
 - c. Characterization of Service
 - (1) Honorable.
 - (2) General (under honorable conditions).
 - (3) Other Than Honorable (OTH).
 - (4) Entry Level Separation.
 - d. Separation procedures.
 - (1) Notification procedure.
 - (2) Administrative board.
 - (3) Soldier initiated.

e. Separation authorities.

(1) Summary Courts-Martial Convening Authority.

(2) Special Courts-Martial Convening Authority.

(3) General Courts-Martial Convening Authority.

f. Types of administrative separations.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Briefed unit leaders on Suspension of Favorable Personnel Actions.			
2. Briefed unit leaders on Administrative Separations.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-2	Suspension of Favorable Personnel Actions (Flags)	Yes	Yes
	AR 635-200	Active Duty Enlisted Administrative Separations	Yes	Yes
	DA FORM 268	REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS (FLAG)	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.

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 :

Task Number	Title	Proponent	Status
805C-42A-4233	Coordinate Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None