

Summary Report for Individual Task
805C-42A-3001
Review Correspondence
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: As an HR NCO, you have been given memorandums (classified or unclassified) prior to signature, required enclosures / attachments, draft from which the correspondence was prepared, and access to AR 25-50 (Preparing and Managing Correspondence). This task should not be trained in MOPP 4.

Standard: With a minimum of 70% accuracy, identify the various types of memorandums and their purpose, ensure correspondence is correctly prepared, and identify errors and make corrections, as required

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to review correspondence prior to dispatch.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Identify the various types of memorandums and their purpose.
 - a. One page memorandums.
 - b. Multiple page memorandums.
 - c. Memorandums of understanding / agreement.
 - d. Memorandums for record.
 - e. Classified memorandums.
2. Ensure correspondence is correctly prepared.
 - a. Confirm the correct correspondence type is used for the action.
 - b. Ensure correspondence is prepared in accordance with the Army Writing Style.
 - (1) Appropriate use of active voice.
 - (2) Inappropriate use of passive voice.
 - c. Supports the writer's intent.
 - d. Ensure the proper format is used.
3. Identify errors and make corrections, as required.
 - a. Format.
 - b. Capitalization.
 - c. Abbreviations, brevity codes, and acronyms.
 - d. Spelling.
 - e. Punctuation.
 - f. Routing or address.

(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. Identified the various types of memorandums and their purpose.			
2. Ensured correspondence was correctly prepared.			
3. Identified errors and made corrections, as required			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-30	ARMY PUBLISHING PROGRAM	No	No
	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.

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