

Report Date: 21 Feb 2014

Summary Report for Individual Task
101-F22-0015
Perform Point of Contact (POC) Duties in 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 the POC in the General/Flag Officer's quarters. You have access to the General/Flag Officer's quarters, schedules, all applicable references and a computer. If deployed to an area of operations (AO), you must consider the operational environment (OE) variables and actors that could affect how well you perform your duties and responsibilities. Threat capabilities cover a full spectrum including information gathering, hostile force sympathizers, and terrorist activities. This task should not be trained in MOPP.

Standard: Perform the duties of the POC in the General/Flag Officer's quarters without error. Access to the quarters must be controlled at all times. Ensure only authorized contractors or other personnel gain access to the quarters to perform specific duties.

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. Receive and maintain records of telephone calls.
2. Make appointments as required.
3. Control access to the quarters and grounds.
4. Verify appointments of maintenance personnel.
5. Escort maintenance personnel at all times.
6. Receive guests and visitors.

(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. Received and maintained records of telephone calls.			
2. Made appointments as required.			
3. Controlled access to quarters and grounds.			
4. Verified appointments of maintenance personnel.			
5. Escorted maintenance personnel at all times.			
6. Received guests and visitors.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	No	No
	OPNAVINST 1306.3B	Guidance for Use of Enlisted Aides	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. There are no hazards associated with this task.

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