

Summary Report for Individual Task
805B-79T-4301
Administer a State/Territory Advertising/Marketing Budget
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: Your commander has approved the Annual state/territory advertising/marketing budget plan. You have full access to all reference materials, approved budget and leader guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Administer a State/Territory Advertising/Marketing Budget in accordance with all regulatory guidance. Your budget must support your state marketing/advertising plan and your marketing/advertising strategy. In order to properly administer your budget you must: a. Identify regulatory guidance regarding budget managementb. Develop an accountability ledger for available fundsc. Post budget estimates to ledger for all eventsd. Inspect accounting entries for 100% accuracy and compliancее. Identify changes to funding requirements.f. File request with supporting documentsg. Submit budget to chain of command for approval to changes

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. Review all regulatory guidance regarding budget management.
2. Develop an accountability ledger for available funds.
3. Evaluate accounting entries in the ledger for:
 - a. Accuracy.
 - b. Compliance with financial regulations.
4. Publish department/area budgets as approved by the commander.
5. Identify funding requirements.
6. Post changes to ledger.
7. Maintain account balance for all funding sources by type.
8. File request with supporting documents.
9. Submit budget to chain of command for review.

(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. Reviewed all regulatory guidance regarding budget management.			
2. Develop an accountability ledger for available funds.			
3. Evaluated accounting entries in the ledger.			
4. Published department/area budgets as approved by the commander.			
5. Identified funding requirements.			
6. Posted changes to ledger.			
7. Maintained account balance for all funding sources by type.			
8. Filed request with supporting documents.			
9. Submitted budget to chain of command for review.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-2	Army Promotional Recruiting Support Programs	Yes	No
	AR 601-208	RECRUITING/REENLISTMENT ADVERTISING PROGRAM (http://www.apd.army.mil/pdf/files/r601_208.pdf)	Yes	No
	AR 735-5 (Change 001 08/22/2013)	Property Accountability Policies	Yes	No
	DFAS-IN 37-1	Finance and Accounting Policy Implementation.	Yes	No
	DODD 5500.7 R	Joint Ethics Regulation	Yes	No
	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No
	PAM 710-2-1	USING UNIT SUPPLY SYSTEM (MANUAL PROCEDURES)	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. 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