

**Summary Report for Individual Task
101-F22-0004
Manage Work Schedules
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 managing your daily, weekly, monthly, semiannual, and annual work schedules to accommodate the needs of the General/Flag Officer and his/her official and personal schedule. You have access to all applicable references, the General/Flag Officer and his/her spouse's schedule, and a computer. This task should not be trained in MOPP.

Standard: Manage your work schedules by scheduling daily, weekly, monthly, semiannual, and annual requirements and tasks to accommodate the General/Flag Officer's schedule and needs. There should be no conflict between your work schedules and the General/Flag Officer's schedule.

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. Identify the daily, weekly, monthly, semiannual, and annual requirements and tasks that you are responsible for.
2. Identify events in the General/Flag Officer's official and personal schedules that apply to you as an Enlisted Aide.
3. Identify events in the General/Flag Officer's spouse's schedule that apply to you as an Enlisted Aide.
4. Identify your personal schedule (Holidays, Leave, etc.).
5. Develop your daily, weekly, monthly, semiannual, and annual schedules based on information collected in previous steps.
6. Post schedules where they can be easily viewed by members of the household.
7. Make copies and add to SOP/Continuity Book.

(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. Identified the daily, weekly, monthly, semiannual, and annual requirements and tasks that apply to the Enlisted Aide.			
2. Identified events in the General/Flag Officer's official and personal schedules that apply to the Enlisted Aide's schedules.			
3. Identified events in the General/Flag Officer's spouse's schedule that apply to the Enlisted Aide's schedules.			
4. Identified personal scheduled events (Holidays, Leave, etc.).			
5. Developed the daily, weekly, monthly, semiannual, and annual schedules based on information collected in previous steps.			
6. Posted schedules where they can be easily viewed by members of the household.			
7. Made copies for SOP/Continuity Book.			

Supporting Reference(s): None

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 safety 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