

Report Date: 21 Feb 2014

**Summary Report for Individual Task
101-F22-0002
Maintain an Enlisted Aide Packet
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are an Enlisted Aide to a General/Flag Officer. You are responsible for maintaining an Enlisted Aide packet for future assignments as an Enlisted Aide. You have access to all applicable references and a computer. This task should not be trained in MOPP.

Standard: The Enlisted Aide packet will be up to date with the most current information and ready to be submitted for review. The packet will contain updated and current biographical information for requesting or updating a security clearance, resume with any Enlisted Aide experience, two letters of recommendation, DA Form 4187 (Army personnel), copy of most recent Physical Fitness/Readiness Test score card, body fat worksheet, DA/Official photo, and last NCOER.

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. Update Biographical Information Data Sheet.
2. Request security clearance, if not already done.
3. Update resume with any Enlisted Aide experience.
4. Obtain two letters of recommendation, copies of current ERB, DA Form 4187 (Army Personnel), Physical Fitness/Readiness Test score card, Body Fat Worksheet, DA/Official Photo, and last NCOER.
5. Submit packet as required.

(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. Updated Biographical Information Data Sheet with most current information.			
2. Requested security clearance, if required.			
3. Updated resume with any Enlisted Aide experience.			
4. Obtained two letters of recommendation, copies of current ERB, DA Form 4187 (Army Personnel), Physical Fitness/readiness Test score card, Body Fat Worksheet, DA/Official Photo, and last NCOER.			
5. Submitted packet as required.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 380-5	DEPARTMENT OF THE ARMY INFORMATION SECURITY PROGRAM	No	No
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	No	No
	DOD INSTRUCTION 1315.09	Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers	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 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