

Individual Critical Task List

ASI E3 - Executive Administrative Assistant
Enlisted, MOS: 42A, Skill Level: SL1, ASI: E3, Duty Pos: UFV

Approved
29 Apr 2016

Effective Date: 29 Apr 2016

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.

Target Audience: Executive Administrative Assistants, MOS 42A, Skill Level 1-3, who provide executive-level support to senior officers and civilians.

Total Number of Tasks: 10

- **Training Domain/Location Column** – identifies the training location and the Leadership Domain (Institutional, Operational, or Self-Development) where the task is first trained to soldier training publications standards. If the task is first trained to standard in the unit, the word “OP” will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (S-D, INST), the resident course where the task was taught.
- **Sustainment Training Frequency Column** – indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency.
- **Sustainment Training Skill Level Column** – lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier’s manual standards.

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng Sl
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Subject Area 1. Enabling Skills

805C-LE3-1000	Enhance Communications	INST	AN	SL1-3
805C-LE3-1001	Prepare Executive-Level Correspondence	INST	AN	SL1-3
805C-LE3-1002	Perform Advanced Computer Software Operations	INST	AN	SL1-3
805C-LE3-1003	Safeguard Information	INST	AN	SL1-3

Subject Area 2. Executive-Level Support

805C-LE3-1007	Maintain Executive Calendar	INST	AN	SL1-3
805C-LE3-1008	Coordinate Travel	INST	AN	SL1-3
805C-LE3-1009	Facilitate Evaluations Processing	INST	AN	SL1-3

Subject Area 3. Protocol

805C-LE3-1004	Receive Visitors and Official Calls	INST	AN	SL1-3
805C-LE3-1005	Complete Invitations	INST	AN	SL1-3
805C-LE3-1006	Coordinate Social Events	INST	AN	SL1-3