

**Summary Report for Individual Task  
101-F22-0001  
Maintain an Enlisted Aide SOP/Continuity Book  
Status: Approved**

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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 standard operating procedure (SOP)/Continuity Book to help manage your many responsibilities. You have access to the installation Physical Security Manager, Military Police, Protocol Office, all applicable references, and a computer. This task should not be trained in MOPP.

**Standard:** The SOP/Continuity Book will include, at a minimum, the following sections: General/Flag Officers biography, duties and responsibilities (Daily, weekly, and monthly work schedules), rules of the house (if applicable), crime prevention measures, antiterrorism measures, physical security measures, inventories and property accountability, uniform care and assembly to include a diagram or picture of uniform assembly. The SOP/Continuity Book should also have the emergency contact numbers for Military Police, Protocol Office, and Department of Public Works (DPW) readily available.

**Special Condition:** None

**Safety Level:** Low

**MOPP:** Never

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

### Performance Steps

1. Divide the SOP/Continuity Book into appropriate sections.
2. Obtain the required information for each section. Minimum requirements:
  - a. General/Flag Officer's biography.
  - b. Duties and responsibilities (Daily, weekly, and monthly work schedules).
  - c. Rules of the House (if applicable).
  - d. Crime prevention.
  - e. Antiterrorism measures.
  - f. Physical security measures.
  - g. Inventories and property accountability.
  - h. Uniform care and assembly to include diagram or picture.
  - i. Emergency contact numbers.
3. Revise each section to accommodate the General/Flag Officer's specific needs.

Note: The SOP/Continuity Book should be clear and concise in order to allow other personnel to perform duties in the absence of the Enlisted Aide.

4. Update the SOP/Continuity Book 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. Divided the SOP/Continuity Book into appropriate sections.			
2. Obtained the required information for each section. Minimum requirements:			
a. General/Flag Officer's biography.			
b. Duties and responsibilities (Daily, weekly, and monthly work schedules).			
c. Rules of the House.			
d. Crime prevention measures.			
e. Antiterrorism measures.			
f. Physical security measures.			
g. Inventories and property accountability.			
h. Uniform care and assembly to include diagram or picture.			
i. Emergency contact numbers.			
3. Revised sections to accommodate the General/Flag Officer's specific needs.			
4. Updated the SOP/Continuity Book as required.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 190-16	PHYSICAL SECURITY	No	No
	AR 37-47	REPRESENTATION FUNDS OF THE SECRETARY OF THE ARMY	No	No
	AR 380-5	DEPARTMENT OF THE ARMY INFORMATION SECURITY PROGRAM	No	No
	AR 420-1	ARMY FACILITIES MANAGEMENT	No	No
	AR 530-1	Operations Security (OPSEC)	No	No
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	No	No
	AR 670-1 (Change 001 05/11/2012 357 Pages)	WEAR AND APPEARANCE OF ARMY UNIFORMS AND INSIGNIA	No	No
	DA PAM 420-1-1	Housing Management	No	No
	DOD 7000.14-R	Department of Defense Financial Management Regulations (FMRS)	No	No
	DOD INSTRUCTION 1315.09	Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers	No	No
	FM 3-19.30	Physical Security	No	No
	MCO P1020.34G	Marine Corps Uniform Regulation	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