

**Summary Report for Individual Task
101-F22-0003
Manage Household Functions for General/Flag Officers
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 the costs and operations of the General/Flag Officer's quarters. You have access to all applicable references, funds, and a computer. This task should not be trained in MOPP.

Standard: Manage the costs and operations of the General/Flag Officer's quarters while remaining within the funding limitations that are authorized. This includes the development of an orientation packet that identifies the fund sources and limitations, Six-Year plan, annual expenditure report, rules of the house (if applicable), and areas of responsibility.

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. Determine the Check-in or Check-out date.
2. Conduct inspection with occupants.
3. Develop Orientation Packet.
4. Identify Funding Limitations and Oversight.
5. Develop Six-Year plan for quarter's maintenance.
6. Develop Annual Expenditure Report.
7. Identify Rules of the House (if applicable).
8. Identify areas of responsibility.

(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. Determined the Check-in or Check-out date.			
2. Conducted inspection with occupants.			
3. Developed Orientation Packet.			
4. Identified Funding Limitations and Oversight.			
5. Developed Six-Year plan for quarter's maintenance.			
6. Developed Annual Expenditure Report.			
7. Identified Rules of the House (if applicable).			
8. Identified areas of responsibility.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 40-25	NUTRITIONAL ALLOWANCES: STANDARDS AND EDUCATION	No	No
	AR 420-1	ARMY FACILITIES MANAGEMENT	No	No
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	No	No
	DA PAM 420-1-1	Housing Management	No	No
	DA PAM 600-60	A Guide to Protocol and Etiquette for Official Entertainment	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