

Report Date: 21 Feb 2014

**Summary Report for Individual Task  
101-F22-0007  
Maintain Accounting Records for General/Flag Officers  
Status: Approved**

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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 maintaining accurate accounting records for official and personal accounts in the performance of your duties. You have access to the fund accounts and receipts to include the petty cash fund, all applicable references and a computer. This task should not be trained in MOPP.

**Standard:** Maintain accurate accounting records for all official and personal accounts you have access to without error.

**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 funding accounts.
2. Group deposits and expenditures for official and personal accounts.
3. Maintain ledgers for official and personal accounts.
4. Reconcile the ledgers with the General/Flag Officer and spouse when requested.
5. Maintain receipts of expenditures and petty cash fund transactions.

(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 funding accounts.			
2. Grouped deposits and expenditures for official and personal accounts.			
3. Maintained ledgers for official and personal accounts.			
4. Reconciled ledgers with the General/Flag Officer and spouse.			
5. Maintained receipts of expenditures and petty cash fund transactions.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-50	Preparing and Managing Correspondence	No	No
	AR 37-47	REPRESENTATION FUNDS OF THE SECRETARY OF THE ARMY	No	No
	DOD INSTRUCTION 7250.13	Funding and Disposition Resources	No	No
	ISBN 0324400829	Data Analysis & Decision Making with Microsoft Excel 3rd Ed (Albright, Winston & Zappe) (Duxbury, 2003)	No	No
	SOFTWARE-OFFICE	Microsoft Office Professional 97/2000/XP (Word, Excel, Powerpoint, Access)	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