

ENLISTED AIDE
CRITICAL TASK LIST
14 February 2011

TASK NUMBER	ENLISTED AIDE TASKS TASK TITLE	TRAINING SITE
101-F22-0001	MAINTAIN AN ENLISTED AIDE SOP/CONTINUITY BOOK	RESIDENT
101-F22-0002	MAINTAIN AN ENLISTED AIDE PACKET	RESIDENT
101-F22-0003	MANAGE HOUSEHOLD FUNCTIONS FOR GENERAL/FLAG OFFICERS	RESIDENT
101-F22-0004	MANAGE WORK SCHEDULES	RESIDENT
101-F22-0005	ASSIST WITH THE PHYSICAL SECURITY OF GENERAL/FLAG OFFICER'S QUARTERS	RESIDENT
101-F22-0006	IMPLEMENT ANTITERRORISM MEASURES FOR GENERAL/FLAG OFFICERS	RESIDENT
101-F22-0007	MAINTAIN ACCOUNTING RECORDS FOR GENERAL/FLAG OFFICERS	RESIDENT
101-F22-0008	DETERMINE FUNDING REQUIREMENTS FOR AN OFFICIAL DINNER	RESIDENT
101-F22-0009	MAINTAIN PROPERTY ACCOUNTABILITY FOR GENERAL/FLAG OFFICERS	RESIDENT
101-F22-0010	MAINTAIN THE GENERAL/FLAG OFFICER'S QUARTERS	RESIDENT
101-F22-0011	MAINTAIN THE GENERAL/FLAG OFFICER'S UNIFORMS	RESIDENT
101-F22-0012	ASSEMBLE THE GENERAL/FLAG OFFICER'S UNIFORMS	RESIDENT
101-F22-0013	PREPARE MEALS FOR OFFICIAL SOCIAL FUNCTIONS AND ACTIVITIES FOR GENERAL/FLAG OFFICERS	RESIDENT
101-F22-0014	PREPARE FOOD AND BEVERAGES IN THE GENERAL/FLAG OFFICER'S QUARTERS	RESIDENT
101-F22-0015	PERFORM POINT OF CONTACT (POC) DUTIES IN THE GENERAL/FLAG OFFICER'S QUARTERS	RESIDENT
101-F22-0016	PREPARE FOR THE GENERAL/FLAG OFFICER'S DEPLOYMENT	RESIDENT
101-F22-0017	PREPARE FOR AN OFFICIAL OFFICE CALL	RESIDENT