

**Maintain an Enlisted Aide SOP/Continuity Book**  
**101-F22-0001**

**Conditions:** 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.

**Standards:** 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.

**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.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Divided the SOP/Continuity Book into appropriate sections.	—	—
2. Obtained the required information for each section. Minimum requirements: <ol style="list-style-type: none"><li>a. General/Flag Officer's biography.</li><li>b. Duties and responsibilities (Daily, weekly, and monthly work schedules).</li><li>c. Rules of the House.</li><li>d. Crime prevention measures.</li><li>e. Antiterrorism measures.</li><li>f. Physical security measures.</li><li>g. Inventories and property accountability.</li><li>h. Uniform care and assembly to include diagram or picture.</li><li>i. Emergency contact numbers.</li></ol>	—	—
3. Revised sections to accommodate the General/Flag Officer's specific needs.	—	—
4. Updated the SOP/Continuity Book as required.	—	—

**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.

**References**

**Required**

**Related**

AR 190-16  
AR 37-47  
AR 380-5  
AR 420-1  
AR 530-1  
AR 600-25  
AR 614-200  
AR 670-1  
DA PAM 420-1-1  
DA PAM 600-60  
DOD 7000.14-R  
DOD INSTRUCTION 1315.09  
FM 10-1  
FM 3-19.30  
MCO P1020.34G  
OPNAVINST 1306.3B

## Maintain an Enlisted Aide Packet

101-F22-0002

**Conditions:** You are an Enlisted Aide to a General/Flag Officer. You are responsible for maintaining an Enlisted Aide packet for future assignments as an Enlisted Aide. You have access to all applicable references and a computer.

**Standards:** The Enlisted Aide packet will be up to date with the most current information and ready to be submitted for review. The packet will contain updated and current biographical information for requesting or updating a security clearance, resume with any Enlisted Aide experience, two letters of recommendation, DA Form 4187 (Army personnel), copy of most recent Physical Fitness/Readiness Test score card, body fat worksheet, DA/Official photo, and last NCOER.

### Performance Steps

1. Update Biographical Information Data Sheet.
2. Request security clearance, if not already done.
3. Update resume with any Enlisted Aide experience.
4. Obtain two letters of recommendation, copies of current ERB, DA Form 4187 (Army Personnel), Physical Fitness/Readiness Test score card, Body Fat Worksheet, DA/Official Photo, and last NCOER.
5. Submit packet as required.

**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

	<u>GO</u>	<u>NO-GO</u>
1. Updated Biographical Information Data Sheet with most current information.	___	___
2. Requested security clearance, if required.	___	___
3. Updated resume with any Enlisted Aide experience.	___	___
4. Obtained two letters of recommendation, copies of current ERB, DA Form 4187 (Army Personnel), Physical Fitness/readiness Test score card, Body Fat Worksheet, DA/Official Photo, and last NCOER.	___	___
5. Submitted packet as required.	___	___

**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.

### References

#### Required

#### Related

AR 380-5  
AR 614-200  
FM 10-1  
OPNAVINST 1306.3B

**Manage Household Functions for General/Flag Officers**  
**101-F22-0003**

**Conditions:** 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.

**Standards:** 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 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.

**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.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
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.	—	—

**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.

**References**

**Required**

**Related**

- AR 40-25
- AR 420-1
- AR 614-200

**References  
Required**

**Related**  
DA PAM 420-1-1  
DA PAM 600-60

## Manage Work Schedules

101-F22-0004

**Conditions:** You are an Enlisted Aide for a General/Flag Officer. You are responsible for managing your daily, weekly, monthly, semiannual, and annual work schedules to accommodate the needs of the General/Flag Officer and his/her official and personal schedule. You have access to all applicable references, the General/Flag Officer and his/her spouse's schedule, and a computer.

**Standards:** Manage your work schedules by scheduling daily, weekly, monthly, semiannual, and annual requirements and tasks to accommodate the General/Flag Officer's schedule and needs. There should be no conflict between your work schedules and the General/Flag Officer's schedule.

### Performance Steps

1. Identify the daily, weekly, monthly, semiannual, and annual requirements and tasks that you are responsible for.
2. Identify events in the General/Flag Officer's official and personal schedules that apply to you as an Enlisted Aide.
3. Identify events in the General/Flag Officer's spouse's schedule that apply to you as an Enlisted Aide.
4. Identify your personal schedule (Holidays, Leave, etc.).
5. Develop your daily, weekly, monthly, semiannual, and annual schedules based on information collected in previous steps.
6. Post schedules where they can be easily viewed by members of the household.
7. Make copies and add to SOP/Continuity Book.

**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

	<u>GO</u>	<u>NO-GO</u>
1. Identified the daily, weekly, monthly, semiannual, and annual requirements and tasks that apply to the Enlisted Aide.	—	—
2. Identified events in the General/Flag Officer's official and personal schedules that apply to the Enlisted Aide's schedules.	—	—
3. Identified events in the General/Flag Officer's spouse's schedule that apply to the Enlisted Aide's schedules.	—	—
4. Identified personal scheduled events (Holidays, Leave, etc.).	—	—
5. Developed the daily, weekly, monthly, semiannual, and annual schedules based on information collected in previous steps.	—	—
6. Posted schedules where they can be easily viewed by members of the household.	—	—
7. Made copies for SOP/Continuity Book.	—	—

**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.

**References  
Required**

**Related**  
FM 10-1  
FM 10-23-2

**Assist with the Physical Security of the General/Flag Officer's Quarters**  
**101-F22-0005**

**Conditions:** You are an Enlisted Aide for a General/Flag officer. You are responsible for assisting with the physical security of the General/Flag Officer's quarters. You have access to the installation Physical Security Manager, Military Police, all applicable references, and a computer. If deployed to an area of operations (AO), you must consider the operational environment (OE) variables and actors that could affect how well you perform your duties and responsibilities. Threat capabilities cover a full spectrum including information gathering, hostile force sympathizers, and terrorist activities.

**Standards:** Apply physical security, crime prevention, and OPSEC prevention measures that reduce or eliminate security risks for the General/Flag Officer's quarters. Perform point of contact (POC) duties for the quarters.

**Performance Steps**

1. Obtain contact information of local installation Physical Security Manager and Military Police.
2. Conduct physical security risk assessment for the quarters.
3. Implement Crime Prevention measures for the quarters.
4. Implement Physical Security measures for the quarters.
5. Implement OPSEC measures for the quarters.
6. Perform duties as POC for the quarters as it relates to security.
  - a. Receive and maintain records of telephone calls.
  - b. Control access to the quarters.
  - c. Verify maintenance appointments.
  - d. Escort maintenance personnel at all times.
7. Update SOP/Continuity Book with security contact information and security measures.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Obtained contact information of local installation Physical Security Manager and Military Police.	—	—
2. Conducted physical security risk assessment for the quarters.	—	—
3. Implemented Crime Prevention measures for the quarters.	—	—
4. Implemented Physical Security measures for the quarters.	—	—
5. Implemented OPSEC measures for the quarters.	—	—
6. Performed duties as POC for the quarters.	—	—
7. Updated SOP/Continuity Book with security contact information and security measures.	—	—

**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.



**References  
Required**

**Related**  
AR 190-13  
AR 190-16  
AR 380-5  
AR 380-53  
FM 10-1  
FM 3-19.30

## Implement Antiterrorism Measures for General/Flag Officers

101-F22-0006

**Conditions:** You are an Enlisted Aide for a General/Flag Officer. You are responsible for implementing antiterrorism measures for the General/Flag Officer's quarters and while traveling. You have access to the installation Physical Security Manager, Military Police, all applicable references, and a computer. If deployed to an area of operations (AO), you must consider the operational environment (OE) variables and actors that could affect how well you perform your duties and responsibilities. Threat capabilities cover a full spectrum including information gathering, hostile force sympathizers, and terrorist activities.

**Standards:** Implement antiterrorism prevention measures for the General/Flag Officer's quarters and while traveling that will reduce or eliminate risks.

### Performance Steps

1. Implement antiterrorism measures for the General/Flag Officer's quarters.
  - a. Maintain liaison with the installation Physical Security Manager and Military Police for threat updates.
  - b. Review installation antiterrorism plan.
  - c. Complete appropriate high risk training as required.
  - d. Perform POC duties for the quarters.
  - e. Conduct antiterrorism risk assessment.
  - f. Implement antiterrorism counter measures/protective measures.
2. Implement antiterrorism measures for the General/Flag Officers while traveling.
  - a. Determine the current threat level for the area.
  - b. Complete appropriate high risk training as required.
  - c. Conduct antiterrorism risk assessment.
  - d. Implement antiterrorism counter measures/protective measures.
3. Update SOP/Continuity Book with antiterrorism information.

**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

	<u>GO</u>	<u>NO-GO</u>
1. Implemented antiterrorism measures for the General/Flag Officer's quarters.	___	___
2. Implemented antiterrorism measures for the General/Flag Officer while traveling.	___	___
3. Updated SOP/Continuity Book with antiterrorism information.	___	___

**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.

### References

#### Required

#### Related

AR 525-13  
DOD O-2000.12-H  
DODD 2000.12  
DODD O-2000.12H  
DODI 2000.16  
FM 10-1  
JP 3-07.2

**Maintain Accounting Records for General/Flag Officers**  
**101-F22-0007**

**Conditions:** 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.

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

**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.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
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.	—	—

**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.

**References**  
**Required**

- Related**  
AR 25-50  
AR 37-47  
DOD INSTRUCTION 7250.13  
FM 10-1  
ISBN 0324400829  
SOFTWARE-OFFICE

**Determine Funding Requirements for an Official Dinner**  
**101-F22-0008**

**Conditions:** You are an Enlisted Aide for a General/Flag Officer. You are responsible for determining the funding requirements and funding sources for official dinners. You have access to the funding accounts, all applicable references, and a computer.

**Standards:** Determine the funding requirements for an official dinner to include the incidental costs and required ratios of authorized guests for the event.

**Performance Steps**

1. Identify the type and location of the event.
2. Identify which fund source to use.
3. Determine the number of guests.
4. Determine the incidental costs.
5. Determine the required ratio of authorized guests.
6. Prepare and submit supporting documentation.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Identified the type and location of the event.	—	—
2. Identified which fund source to use.	—	—
3. Determined the number of guests.	—	—
4. Determined the incidental costs.	—	—
5. Determined the required ratio of authorized guests.	—	—
6. Prepared and submitted supporting documentation.	—	—

**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.

**References**  
**Required**

**Related**  
 AR 37-47  
 DOD INSTRUCTION 7250.13  
 FM 10-1

## Maintain Property Accountability for General/Flag Officers

101-F22-0009

**Conditions:** You are an Enlisted Aide for a General/Flag Officer. You are responsible for maintaining accurate property accountability for the General/Flag Officer. You have access to the General/Flag Officer's equipment, uniforms, personal items and professional items, all applicable references, and a computer.

**Standards:** Maintain accurate property accountability of the General/Flag Officer's quarters, equipment, uniforms, personal items, and professional items without error.

### Performance Steps

1. Develop an inventory plan that covers the quarters, equipment, uniforms, personal items, and professional items.
2. Conduct an inventory of all equipment, property, uniforms, personal items, and professional items.
3. Maintain inventory records of all equipment, property, uniforms, personal items, and professional items.
4. Update SOP/Continuity Book with inventory plan and inventory records.
5. Reconcile all accounts, inventories, and records with the General/ Flag Officer when requested.

**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

	<u>GO</u>	<u>NO-GO</u>
1. Developed an inventory plan that covers the quarters, equipment, uniforms, personal items, and professional items.	—	—
2. Conduct an inventory of all equipment, property, uniforms, personal items, and professional items.	—	—
3. Maintained inventory records of all equipment, property, uniforms, personal items, and professional items.	—	—
4. Updated SOP/Continuity Book with inventory plan and inventory records.	—	—
5. Reconciled all accounts, inventories, and records with the General/Flag Officer when requested.	—	—

**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.

### References

#### Required

#### Related

AR 25-50  
AR 420-1  
AR 735-5  
DA PAM 420-1-1

## Maintain the General/Flag Officer's Quarters

101-F22-0010

**Conditions:** You are an Enlisted Aide for a General/Flag Officer. You are responsible for maintaining the General/Flag Officer's quarters. You have access to cleaning and maintenance equipment, all applicable references, and a computer.

**Standards:** Maintain the General/Flag Officer's quarters. All areas are maintained in a high state of maintenance and in accordance with the General/Flag officer's wishes. All work orders must be up-to-date.

### Performance Steps

1. Identify areas of responsibility.
2. Obtain contact information for local work orders and ground care.
3. Develop a cleaning plan/schedule.
4. Conduct daily inspections and evaluations of property and grounds.
5. Maintain property and grounds as required.
6. Maintain furnishings and equipment as required.
7. Request work orders as required.

**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

	<u>GO</u>	<u>NO-GO</u>
1. Identified areas of responsibility.	___	___
2. Obtained contact information for work orders and ground care.	___	___
3. Developed a cleaning plan/schedule.	___	___
4. Conducted daily inspections and evaluations of property and grounds.	___	___
5. Maintained property and grounds as required.	___	___
6. Maintained furnishings and equipment as required.	___	___
7. Requested work orders as required.	___	___

**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.

### References

#### Required

#### Related

AR 420-1  
DA PAM 420-1-1  
FM 10-1  
ISBN 0-7432-7286-2

## Maintain the General/Flag Officer's Uniforms

101-F22-0011

**Conditions:** You are an Enlisted Aide for a General/Flag Officer. You are responsible for maintaining the General/Flag Officer's uniforms. You have access to General/Flag Officer's uniforms, accessories, and all applicable references.

**Standards:** Maintain the General/Flag Officer's uniforms and accessories in accordance with the General/Flag officer's wishes, appropriate regulations and publications, and the manufacturer's instructions.

### Performance Steps

1. Obtained copies of the regulations and publications governing General/Flag Officer's uniforms.
2. Inspect uniforms and accessories for wear or damage.
3. Replace worn or damaged items as necessary.
4. Clean uniforms and accessories in accordance with the General/Flag officer's wishes, appropriate regulations and publications, and manufacturer's instructions.
5. Store uniforms and accessories in accordance with the General/Flag officer's wishes, appropriate regulations and publications, and manufacturer's instructions.

**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	<u>GO</u>	<u>NO-GO</u>
1. Obtained copies of the regulations and publications governing General/Flag Officer's uniforms.	—	—
2. Inspected uniforms and accessories for wear and damage.	—	—
3. Replaced worn or damaged items as required.	—	—
4. Cleaned uniforms and accessories in accordance with the General/Flag Officer's wishes, regulations and publications, and manufacturer's instructions.	—	—
5. Stored uniforms and accessories in accordance with the General/Flag Officer's wishes, regulations and publications, and manufacturer's instructions.	—	—

**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.

### References

#### Required

#### Related

AR 614-200  
AR 670-1  
FM 10-1  
MCO P1020.34G  
NAV PERS 15665I

## **Assemble the General/Flag Officer's Uniforms**

**101-F22-0012**

**Conditions:** You are an Enlisted Aide for a General/Flag Officer. You are responsible for assembling the General/Flag Officer's uniforms. You have access to General/Flag Officer's uniforms, accessories, and all applicable references.

**Standards:** Assemble the General/Flag Officer's uniforms without error in accordance with the General/Flag officer's wishes and the appropriate regulations and publications. All medals and awards must be placed on uniforms without error.

### **Performance Steps**

1. Obtain copies of the regulations and publications governing General/Flag Officer's uniforms.
2. Assemble the General/Flag Officer's uniforms in accordance with the General/Flag Officer's wishes and the appropriate regulations and publications.

**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**

	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Obtained copies of the regulations and publications governing General/Flag Officer's uniforms.	—	—
2. Assembled the General/Flag Officer's uniform in accordance with the General/Flag Officer's wishes and the appropriate regulations and publications.	—	—

**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.

### **References**

#### **Required**

#### **Related**

AR 670-1  
AR 735-5  
MCO P1020.34G  
NAV PERS 15665I



**Prepare Meals for Official Social Functions and Activities for General/Flag Officers**  
**101-F22-0013**

**Conditions:** You are an Enlisted Aide for a General/Flag Officer. You are responsible for preparing multi-course meals for official social functions and activities for a General/Flag Officer. You have access to a fully equipped kitchen with all required equipment, ingredients, and materials. You also have access to a dining facility, funds for purchasing ingredients, Protocol Office, all applicable references, and a computer.

**Standards:** Prepare a four course meal for an official social function or activity. The meal must be planned and executed without errors. Each course should have the five components, crunch, sauce, fruit, nuts, and main.

**Performance Steps**

1. Identify the type of function or activity.
2. Determine the number of guests.
3. Conduct a site survey.
4. Determine the equipment requirement.
5. Plan a four course meal.
6. Determine table service and arrangement.
7. Prepare and serve the meal.
8. Stock and manage the bar.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Identified the type of function or activity.	—	—
2. Determined the number of guests.	—	—
3. Conducted a site survey.	—	—
4. Determined the equipment requirement.	—	—
5. Planned a four course meal.	—	—
6. Determined table service and arrangement.	—	—
7. Prepared and served the meal.	—	—
8. Stocked and managed the bar.	—	—

**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.

**References**  
**Required**

**Related**  
 0-16-072398-1  
 AR 30-22

**References  
Required**

**Related**

AR 40-25  
DA PAM 600-60  
DOD INSTRUCTION 7250.13  
FM 10-23-2  
ISBN 087021-620-1  
ISBN 13-118011-8  
ISBN 1-4172-2871-7  
ISBN-13:978-0-7645-5734-7  
SERVSAFE  
TB MED 530  
THE FLAVOR BIBLE

## Prepare Food and Beverages in the General/Flag Officer's Quarters

101-F22-0014

**Conditions:** You are an Enlisted Aide for a General/Flag Officer. You are responsible for preparing food and beverages in the General/Flag Officer's quarters. You have access to a fully equipped kitchen with all required equipment, ingredients, and materials. You also have access to funds for purchasing ingredients, serving equipment, all applicable references, and a computer.

**Standards:** Prepare food and beverages in the General/Flag Officer's quarters in accordance with nutritional needs and requirements of the General/Flag Officer while maintaining proper food safety and sanitation procedures.

### Performance Steps

1. Determine the nutritional needs and requirements of the General/Flag Officer and family.
2. Plan a meal based on seasonality
3. Procure the ingredients for the meal.
4. Prepare and serve the meal.
5. Maintain food safety and sanitation requirements.

**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	<u>GO</u>	<u>NO-GO</u>
1. Determined the nutritional needs and requirements of the General/Flag Officer and family.	—	—
2. Planned a meal based on seasonality.	—	—
3. Procured the ingredients for the meal.	—	—
4. Prepared and served the meal.	—	—
5. Maintained food safety and sanitation requirements.	—	—

**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.

### References

#### Required

#### Related

0-16-072398-1  
AR 30-22  
AR 40-25  
DA PAM 600-60  
DOD INSTRUCTION 7250.13  
FM 10-23-2  
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**References  
Required**

**Related**  
M5300.11  
SERVSAFE  
TB MED 530  
THE FLAVOR BIBLE

**Perform Point of Contact (POC) Duties in the General/Flag Officer's Quarters**  
**101-F22-0015**

**Conditions:** You are an Enlisted Aide for a General/Flag Officer. You are the POC in the General/Flag Officer's quarters. You have access to the General/Flag Officer's quarters, schedules, all applicable references and a computer. If deployed to an area of operations (AO), you must consider the operational environment (OE) variables and actors that could affect how well you perform your duties and responsibilities. Threat capabilities cover a full spectrum including information gathering, hostile force sympathizers, and terrorist activities.

**Standards:** Perform the duties of the POC in the General/Flag Officer's quarters without error. Access to the quarters must be controlled at all times. Ensure only authorized contractors or other personnel gain access to the quarters to perform specific duties.

**Performance Steps**

1. Receive and maintain records of telephone calls.
2. Make appointments as required.
3. Control access to the quarters and grounds.
4. Verify appointments of maintenance personnel.
5. Escort maintenance personnel at all times.
6. Receive guests and visitors.

**Evaluation Preparation:** At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

<b>Performance Measures</b>	<b><u>GO</u></b>	<b><u>NO-GO</u></b>
1. Received and maintained records of telephone calls.	—	—
2. Made appointments as required.	—	—
3. Controlled access to quarters and grounds.	—	—
4. Verified appointments of maintenance personnel.	—	—
5. Escorted maintenance personnel at all times.	—	—
6. Received guests and visitors.	—	—

**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.

**References**

**Required**

**Related**

AR 614-200  
 OPNAVINST 1306.3B

**Prepare for the General/Flag Officer's Deployment**  
**101-F22-0016**

**Conditions:** You are an Enlisted Aide for a General/Flag Officer. You are responsible for preparing for the General/Flag Officer's deployment or trip. You have access to all applicable references and a computer. If deployed/deploying to an area of operations (AO), you must consider the operational environment (OE) variables and actors that could affect how well you perform your duties and responsibilities. Threat capabilities cover a full spectrum including information gathering, hostile force sympathizers, and terrorist activities.

**Standards:** Prepare for the General/Flag Officer's deployment or trip by ensuring all required personal and professional items and equipment are properly packed and an inventory sheet is provided.

**Performance Steps**

1. Identify the destination or area of deployment.
2. Identify location of quarters, headquarters, transportation availability, and security issues.
3. Identify special requirements.
4. Pack uniforms, clothing, and equipment.

**Evaluation Preparation:** Prepare for the General/Flag Officer's deployment or trip. Ensure all items are properly packed and an inventory sheet is provided.

**Performance Measures**

	<u><b>GO</b></u>	<u><b>NO-GO</b></u>
1. Identified the destination or area of deployment.	_____	_____
2. Identified location of quarters, headquarters, transportation availability, and security issues.	_____	_____
3. Identified special requirements.	_____	_____
4. Packed uniforms, clothing, and equipment.	_____	_____

**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.

**References**

**Required**

**Related**

- AR 58-1
- AR 600-55
- AR 670-1
- MCO P1020.34G
- NAV PERS 15665I

## Prepare for an Official Office Call

101-F22-0017

**Conditions:** You are an Enlisted Aide for a General/Flag Officer. You are responsible for preparing for an official office call to support the General/Flag Officer in accomplishing his/her military and official responsibilities. You have access to the General/Flag Officer's office, schedule, funds, facilities and equipment for preparing food and beverages, required serving equipment, Protocol office, and all applicable references.

**Standards:** Prepare for an official office call by setting up and serving food and beverages as required. This includes the care and maintenance of the office, preparation for visitors, preparation of food and beverages, and administrative assistance.

### Performance Steps

1. Determine who, what, where, when, and why for the office call.
2. Coordinate with Protocol office to determine special requirements:
  - a. Dietary restrictions.
  - b. Any special instructions from visiting guest or guests.
3. Prepare office to receive guests and visitors.
4. Prepare serving tray.
5. Prepare food and beverages as required.

NOTE: You may be required to prepare and serve coffee or hot tea, or both depending on the guest.

6. Set up and prepare serving table.
7. Exit the office and remain on standby.
8. Remove the tray, table, and food and beverages at the conclusion of the meeting.

**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

- |   | <u>GO</u> | <u>NO-GO</u> |
|---|-----------|--------------|
| 1. Determined who, what, where, when, and why for the office call.                  | —         | —            |
| 2. Coordinated with Protocol office to determine special requirements.              | —         | —            |
| 3. Prepared office to receive guests and visitors.                                  | —         | —            |
| 4. Prepared serving tray.   | —         | —            |
| 5. Prepared food and beverages as required.   | —         | —            |
| 6. Set up and prepared serving table.   | —         | —            |
| 7. Exited the office and remained on standby.                                       | —         | —            |
| 8. Removed serving equipment, food, and beverages at the conclusion of the meeting. | —         | —            |

**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.

**References  
Required**

**Related**  
DA PAM 600-60  
ISBN 087021-620-1  
SERVSAFE  
TB MED 530