

**Summary Report for Individual Task  
805D-204-4111  
Determine Unit Ministry Team Training Requirements  
Status: Approved**

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DESTRUCTION NOTICE: None

**Condition:** Given an operational or garrison environment; training input from subordinate or tenant Unit Ministry Teams (UMTs); access to organizational planning calendars; access to classroom space and training areas. This task should not be trained in MOPP 4.

**Standard:** Display the ability to determine, develop and manage the execution of low density 56 series training in accordance with Chief of Chaplains training guidance, the Army Chaplain Corps Universal Task List and local training needs analysis. Perform all five performance measures without error.

**Special Condition:** None

**Safety Level:** Low

**MOPP:** Never

**Task Statements**

**Cue:** This step is cued by training needs analysis shortfalls, quarterly training requirements, higher headquarters mission requirements or as directed by the senior chaplain.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Identify training needs of chaplains and chaplain assistant across the installation, division, corps or command.
  - a. Review Chief of Chaplains training strategy and annual training guidance.
  - b. Review Chaplain Corps Universal Task List.
  - c. Review chaplain corps collective tasks.
  - d. Review critical individual tasks for chaplains and chaplain assistants.
  - e. Assess Unit Ministry Team (individual and collective) ability to perform common and MOS tasks, from personal observation or input from supervisory chaplains or other chaplain assistant NCOs.
  - f. Conduct a crosswalk of UMT tasks against installation/unit/organizational Mission Essential Task Lists (METL).
  - g. Recommend training topics to senior chaplains' training council IAW Chapter 9 of AR 165-1.
2. Develop training plan.
  - a. Receive local training guidance from senior chaplains' training council IAW CH 9 of AR 165-1.
  - b. Compile tasks to train.
  - c. Prioritize tasks to train.

Note: When determining priorities of training, remember that while critical tasks must be trained, you may weigh the difficulty of the task, against the importance of the task, and/or how often it is performed. For example, difficult tasks that are performed frequently, may need less training. Conversely, important tasks, particularly those tied to deployment timelines or warfighting function may rate a higher training priority.
  - d. Determine training timeline.
  - e. Develop training support packages based on the tasks to train.
  - f. Identify the trainers.
  - g. Identify equipment and resources.
  - h. Determine location for training.
3. Implement training plan.
  - a. Staff the UMT training plan with the G-3 or J-3, ICW the senior chaplain and pertinent UMTs.
  - b. Train the trainers.
  - c. Delegate roles and responsibilities for execution of training.
  - d. Ensure the training area, training aids and equipment are layed on.
  - e. Identify hazards and manage risks.

f. Ensure the training audience is available for training and ready to train.

4. Supervise training and further training development.

a. Ensure the training has all the proper supporting elements prior to the start of training.

b. Ensure the trainers adhere to the training plan.

c. Ensure risk management guidance is followed.

d. Continue to develop future training.

5. Assess training to ensure objectives and goals were met.

a. Ensure After Action Reviews (AARs) are conducted.

b. Analyze data from AARs.

c. Implement lessons learned, best practices and tactics, techniques, and procedures into future training plans and training support packages.

d. Report lessons learned, best practices and TTPs through the Chaplain Corps portion of the Army Lessons Learned portal.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier a GO if all performance measures are passed. Score the Soldier a NO GO if any step is failed. If the Soldier fails any step, show or tell him/her what was done wrong and how to do it correctly.

**Evaluation Preparation:** SETUP: The evaluator may role play the part of the senior installation chaplain. Have the evaluated Soldier play the part of the Senior Installation Chaplain Assistant. The evaluated Soldier should be able to develop an initial training plan based on the scenario briefed below. BRIEF SOLDIER: Tell the Soldier that they are the Senior Garrison Chaplain Assistant NCOIC of their installation. Tell them that they must assess the training needs of their direct subordinate as well as those of any 56 series Soldiers on other parts of the installation. They must be prepared to discuss how they develop, implement and supervise a training plan to answer the needs they have observed.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified training needs of chaplains and chaplain assistant across the installation, division, corps or command.			
2. Developed a training plan.			
3. Implemented the training plan.			
4. Supervised the training and further training development.			
5. Assessed the training to ensure objectives and goals were met.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 7-0	Training Units and Developing Leaders	No	No
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	AR 165-1	Army Chaplain Corps Activities	Yes	No
	ATP 1-05.02	RELIGIOUS SUPPORT TO FUNERALS AND MEMORIAL CEREMONIES AND SERVICES	No	No
	ATP 1-05.03	RELIGIOUS SUPPORT AND EXTERNAL ADVISEMENT	No	No
	FM 1-05	Religious Support	No	No
	FM 7-15	The Army Universal Task List	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.

**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.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :**

Task Number	Title	Proponent	Status
16-5-3002	Perform Religious Administrative Support	16 - Chaplain (Collective)	Approved

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
Chaplain Assistant, Skill Level 4	Enlisted	MOS: 56M, Skill Level: SL4