

**Summary Report for Individual Task
805C-42A-3061
Coordinate Command Interest Programs
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are assigned as a HR NCO in the S-1 section. Your commander has tasked you to review the unit's current procedures and policies for Family Readiness, Equal Opportunity (EO), Voting Assistance, Army Substance Abuse Program (ASAP), Army Weight Control Program (AWCP), Combined Federal Campaign (CFC), Army Emergency Relief (AER), Suicide Prevention, and Sponsorship. You have access to AR 215-1 (Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities), AR 385-10 (Army Safety Program), AR 600-20 (Army Command Policy), AR 600-9 (The Army Weight Control Program), AR 600-85 (The Army Substance Abuse Program), AR 600-8-8 (The Total Army Sponsorship Program), AR 608-1 (Army Community Service Center), AR 608-20 (Army Voting Assistance Program), and FM 1-0 (Human Resources Support). This task should not be trained in MOPP.

Standard: Promote command interest programs by coordinating the publication of comprehensive, error-free policy letters and SOPs that communicate the commander's intent, support unit readiness, build morale and cohesion, enhance quality of life, and provide recreational, social and other support services for 100% of assigned Soldiers and their Families.

Special Condition: None

Special Standards: None

Special Equipment:

Safety Level: Low

MOPP: Never

Task Statements

Cue: You are tasked by your commander to Coordinate Command Interest Programs for your unit.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Analyze support requirements for the management of Command Interest Programs (CIP) by receiving commander's intent.
2. Coordinate the Family Readiness Program by assisting the unit Family Readiness Group leaders as needed.
3. Monitor the unit's EO program.
 - a. Ensure written command policy statements are published for EO, the prevention of sexual harassment and EO complaint procedures consistent with Army policy.
 - b. Appoint the unit EO representative.
4. Coordinate the unit's Voting Assistance Program.
 - a. Ensure companies have a Voting Assistance Officer (VAO) appointed on orders.
 - b. Coordinate appropriate training for VAOs on absentee registration and voting.
 - c. Provide command emphasis and support to the voting assistance program.
5. Monitor unit's Army Substance Abuse Program.
 - a. Monitor the implementation of appropriate initiatives of the ASAP.
 - b. Ensure companies appoint an E5 or higher as the Unit Prevention Leader (UPL) who must be certified through required training.
6. Monitor the unit's Weight Control Program.
 - a. Monitor the implementation of appropriate initiatives of the weight control program.
 - b. Track weight control status, including adverse actions, progress and nutrition counseling.
7. Manage the unit's Combined Federal Campaign (CFC).
 - a. Ensure unit CFC representatives are appointed.
 - b. Ensure CFC representative attends training, distributes material and provides weekly updates to the commander and higher headquarters.
8. Manage the unit's Army Emergency Relief (AER) campaign.
 - a. Ensure unit AER campaign representatives are appointed.
 - b. Ensure AER representative attends training, distributes material and provides weekly updates to the commander and higher headquarters.
9. Manage the unit's suicide prevention program.
 - a. Coordinate with the Chaplain to provide training to all Soldiers in accordance with local policy.

- b. Track completion of post-deployment mental health assessment through MEDPROS.
 - c. Ensure Soldiers are familiar with the Ask, Care, Escort (ACE) Program.
10. Administer the unit's Total Army Sponsorship Program (TASP).
- a. Ensure sponsors receive training from Army Community Services.
 - b. Coordinate qualified sponsors for all potential gains.
 - c. Prepare and mail a welcome letter.
 - d. Appoint a reactionary sponsor to perform duties for all unexpected arrivals.
 - e. Distribute sponsor surveys to incoming Soldiers.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Analyzed support requirements for the management of Command Interest Programs (CIP) by receiving commander's intent.			
2. Coordinated the Family Readiness Program by assisting the unit Family Readiness Group leaders as needed.			
3. Monitored the unit's EO program.			
4. Coordinated the unit's Voting Assistance Program.			
5. Monitored unit's Army Substance Abuse Program.			
6. Monitored the unit's Weight Control Program.			
7. Managed the Combined Federal Campaign for the unit.			
8. Managed the unit's Army Emergency Relief (AER) campaign.			
9. Managed the unit's suicide prevention program.			
10. Administered the unit's Total Army Sponsorship Program (TASP).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 215-1	Military Morale, Welfare, and Recreation Programs and Nonappropriated Funds	Yes	No
	AR 385-10	The Army Safety Program (*RAR 004, 10/04/2011)	Yes	No
	AR 600-20	Army Command Policy (*RAR 001, 02/11/2009) (*RAR 002, 11/30/2009) (*RAR 003, 04/27/2010) (*RAR 004, 08/04/2011) (*RAR 005, 09/20/2012)	Yes	No
	AR 600-8-8	THE TOTAL ARMY SPONSORSHIP PROGRAM	Yes	No
	AR 600-85	THE ARMY SUBSTANCE ABUSE PROGRAM	Yes	No
	AR 600-9	THE ARMY WEIGHT CONTROL PROGRAM	Yes	No
	AR 608-1	ARMY COMMUNITY SERVICE	No	No
	DA PAM 608-47	A Guide to Establishing Family Support Groups	No	No
	FM 1-0	Human Resources Support	Yes	Yes
	PAM 600-24	Health Promotion, Risk Reduction, and Suicide Prevention (RAR - 07Sep 2010)	No	No

Environment: Environmental Statement: 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, Composite 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, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI