

Summary Report for Individual Task  
805K-79R-3300  
Develop a Chaplain Recruiting Program  
Status: Approved

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, KY 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You have been assigned to an area and must develop a school recruiting program (SRP) for your colleges, universities, residency programs and professional organizations. You have the electronic school folder, ROP, recruiting promotional items (RPI), personal presentation items (PPI), and access to a recruiter workstation (RWS). This task should not be trained in MOPP 4.

**Standard:** Develop a school recruiting program which includes a schedule for visiting assigned schools and programs, list of key personnel to visit, a contact person to obtain school list and directories, appropriate PPI and RPI support materials, and a list of presentations to conduct or schedule IAW USAREC Manual 3-01 Para 6-5.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

## Performance Steps

1. Visit schools in assigned area:
  - a. Colleges.
  - b. Seminaries.
  - c. Residency programs (Sacramental).
2. Establish a working relationship with key personnel:
  - a. Colleges (undergraduate schools - registrars, placement directors, advisors, professors, chair persons, club officers, Reserve Officer Training Corps (ROTC) professors of military Science (PMS), etc.).
  - b. Seminaries (financial aid advisors, dean of students and advisors of Chaplain, specialty club, leadership etc.).
  - c. Residency Programs (financial aid advisors, deans of students, club officers, etc.).
  - d. Residency programs (residency coordinators, chief resident, and program directors).
3. Coordinate COI functions with identified key personnel.
  - a. Colleges (undergraduate schools - registrars, placement directors, advisors, professors, chair persons, club officers, Reserve Officer Training Corps (ROTC) professors of military Science (PMS), etc.).
  - b. Seminaries (financial aid advisors, dean of students and advisors of Chaplain, specialty club, leadership etc.).
  - c. Residency Programs (financial aid advisors, deans of students, club officers, etc.).
  - d. Residency programs (residency coordinators, chief resident, and program directors).
4. Obtain personnel/student directories from key personnel (residency director, financial aid director, class residents, chief residents, director of nursing, registrar).
5. Distribute Army Chaplain Detachment information.
  - a. Send mail-outs to students.
  - b. Place CHAPLAIN program information in student mail boxes for school programs which fulfill mission AOC requirements(E-mail and physical mail boxes).
  - c. Place RPIs, business cards and other mission related information in approved locations (break areas, student union building, student lounge).
6. Coordinate visits at colleges, seminaries, and residency programs.
7. Conduct Chaplain presentations/events (job fairs, Total Army Involvement in Recruiting (TAIR), orientations, exit briefs, professional student organizations/associations, student/educator tours).
8. Document activities in a RZ and appropriate folder.
9. Implement a chaplain schools recruiting program for colleges, residencies, and professional organizations.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**Evaluation Preparation:** This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Visited schools in assigned area:			
a. Colleges.			
b. Seminaries.			
c. Residency programs (Sacramental).			
2. Established a working relationship with key personnel:			
a. Colleges (undergraduate schools - registrars, placement directors, advisors, professors, chair persons, club officers, Reserve Officer Training Corps (ROTC) professors of military Science (PMS), etc.).			
b. Seminaries (financial aid advisors, dean of students and advisors of Chaplain, specialty club, leadership etc.).			
c. Residency Programs (financial aid advisors, deans of students, club officers, etc.).			
d. Residency programs (residency coordinators, chief resident, and program directors).			
3. Coordinated COI functions with identified key personnel.			
a. Colleges (undergraduate schools - registrars, placement directors, advisors, professors, chair persons, club officers, Reserve Officer Training Corps (ROTC) professors of military Science (PMS), etc.).			
b. Seminaries (financial aid advisors, dean of students and advisors of Chaplain, specialty club, leadership etc.).			
c. Residency Programs (financial aid advisors, deans of students, club officers, etc.).			
d. Residency programs (residency coordinators, chief resident, and program directors).			
4. Obtained personnel/student directories from key personnel (residency director, financial aid director, class residents, chief residents, registrar).			
5. Distributed Army Chaplain Detachment information.			
a. Sent mail-outs to students.			
b. Placed CHAPLAIN program information in student mail boxes for school programs which fulfill mission AOC requirements (E-mail and physical mail boxes).			
c. Placed RPIs, business cards and other mission related information in approved locations (break areas, student union building, student lounge).			
6. Coordinated visits at colleges, seminaries, and residency programs.			
7. Conducted Chaplain presentations/events (job fairs, Total Army Involvement Conduct Chaplain presentations/events (job fairs, Total Army Involvement in Recruiting (TAIR), orientations, exit briefs, professional student organizations/associations, student/educator tours).			
8. Documented activities in a RZ and appropriate folder.			
9. Implemented a chaplain schools recruiting program for colleges, residencies, and professional organizations.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	USAREC MANUAL 3-0	Recruiting Operations	Yes	No
	USAREC MANUAL 3-01	The Recruiter Handbook	Yes	Yes

**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 ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer 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 :** None