

805D-203-1035
Screen a Prospective Counselee
Status: Approved

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

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the U.S. Army Chaplain Center and School foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: Given a tactical or non-tactical environment, Chaplain's appointment book and coordinating instructions. This task should not be trained in MOPP 4.

Standards: Assess the needs of a counselee through the performance steps outlined below.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: This task is cued when a Soldier, family member or DA civilian approaches the UMT requesting assistance.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Stand and greet visitor:
 - a. Approach the visitor and make eye contact.
 - b. Identify self to visitor.
 - c. Offer the visitor a seat if possible.
2. Determine the visitor's needs:
 - a. Ask how you can help.
 - b. Repeat, in your own words, what the visitor tells you to ensure you understand the problem.
3. Explain the Unit Ministry Team's (UMT's) mission of caring for personnel.
4. Listen attentively: (If the visitor wants to discuss a problem with you, listen carefully. Express what you think the visitor is trying to tell you, and wait for a response. Do not tell the visitor how you would solve the problem).
5. Inform the visitor whether the chaplain or another agency can help. If the problem is religious in nature, it should be discussed first with the chaplain.
6. Explain the reason for referral, if a decision was made to refer.
 - a. Provide helpful information about the referral agency.
 - b. Ensure the visitor understands the reason for the referral.
7. Assist in making an appointment if the visitor is to be referred.
8. Arrange an appointment with the chaplain if visitor needs to see the chaplain.
 - a. If the chaplain is able to see the visitor within a short period of time, make the visitor comfortable while waiting. Offer something to drink, such as coffee, tea, hot chocolate, or even water.
 - b. If the chaplain is not available, find out when the visitor will be free to see the chaplain. Tell the visitor that you will set up an appointment and contact the visitor as soon as possible. Obtain the visitor's name, rank, unit, telephone number, and the reason for this appointment.
9. Discuss the visit with the chaplain. This should be done if the visitor has given you significant information or if an appointment has to be set up

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier a GO if they are able to complete all 9 steps in order. 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: Evaluation Preparation: Setup: Provide the soldier with the chaplain's appointment book and a roster of referral agencies. Brief Soldier: Tell the soldier to receive and screen a visitor who may be a prospective counselee. Tell the soldier you will assume the role of the visitor.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Stood and greeted visitor.			
a. Approached the visitor and make eye contact.			
b. Identified self to visitor.			
c. Offered the visitor a seat if possible.			
2. Determined the visitor's needs:			
a. Asked how to help.			
b. Repeated, in Soldier's own words, what the visitor said to ensure the Soldier understood the problem.			
3. Explained the Unit Ministry Team's (UMT's) mission of caring for personnel.			
4. Listened attentively.			
5. Informed the visitor whether the chaplain or another agency can help. If the problem was religious in nature, it was first discussed with the chaplain.			
6. Explained the reason for referral, if a decision was made to refer.			
a. Provided helpful information about the referral agency.			
b. Ensured the visitor understood the reason for the referral.			
7. Assisted in making an appointment if the visitor was to be referred.			
8. Arranged an appointment with the chaplain if visitor needed to see the chaplain.			
a. If the chaplain was able to see the visitor within a short period of time, made the visitor comfortable while waiting. Offered something to drink, such as coffee, tea, hot chocolate, or water.			
b. If the chaplain was not available, found out when the visitor was free to see the chaplain. Told the visitor that you would set up an appointment and contact the visitor as soon as possible. Obtained the visitor's name, rank, unit, telephone number, and the reason for the appointment.			
9. Discussed the visit with the chaplain.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 165-1	Army Chaplain Corps Activities	Yes	No
	FM 1-05	Religious Support	Yes	No
	JP 1-05	Religious Affairs in Joint Operations	Yes	No

TADSS : None

Equipment Items (LIN): None

Material Items (NSN) :

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

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 the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. Environmental protection is a continual process. Always be alert to ways to protect our environment and reduce waste.

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. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805D-203-1102	Determine an Individual's Suicide Potential	805D - Chaplain (Individual)	Approved

Supported Collective Tasks :

Task Number	Title	Proponent	Status
16-5-2001	Perform Religious Crisis Response	16 - Chaplain (Collective)	Approved