

Summary Report for Individual Task  
805K-79R-3306  
Lead a Future Chaplain Training 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 a newly enlisted Future Chaplain and access to: Recruiter Zone (RZ), the Future Soldier Dashboard, USAREC Regulation 601-108, USAREC Manual 3-0, USAREC Manual 3-01 and a recruiter workstation (RWS). This task should not be trained in MOPP 4.

**Standard:** Conduct Future Chaplain orientation and follow-ups, until appointed or reappointed, to reinforce the decision to enlist; verify basic qualifications during follow-up to ensure Future Chaplain maintains eligibility IAW USAREC Regulation 601-108, para 2-15 thru 2-17.

**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. Evaluate FSTP performance data:

#### a. Analyze declination rates for the past 2-years:

- (1) Identify declination trends such as, family concerns and influences, program failures, and apathy.
- (2) Identify recruiters who account for a disproportionate number of declinations and Future Soldier transfers.
- (3) Identify any other trends such as, number of declinations interviewed initially in the center, number of program failures, and weak follow-up.
- (4) Identify Future Soldiers who share the same risk factors, as in (3) above, and consider coding them "amber" in Leader Zone (LZ), and validate recruiters are updating Future Soldier information, and contact history.
- (5) Contact Future Soldier declinations to regain commitment to commission.

#### b. Analyze station's FSTP to determine its effectiveness and if a new Course of Action (COA) is needed.

### 2. Conduct continued analysis of the FSTP management tools to further identify trends and realize improvements in pertinent areas as follows:

a. During daily in-process review (IPR) or after action review (AAR) with recruiters, identify potential Future Soldier declinations and develop COAs to reduce future declinations.

b. Identify which mission categories (AOC) historically decline at a higher rate and account for this when planning follow-up action and tutorials.

c. Reduce commission dates-to-access dates. The larger the window, the more likely a loss will occur.

d. Determine if Future Soldier's lack of participation is an indication of apathy.

e. Determine potential obstacles by performing the Center Leader's 90 day follow-up (spring break, summer vacation, Christmas holidays, etc.) adjust to accomplish follow-up ahead of schedule.

f. Monitor the Future Soldier's current height/weight monthly for members who were close to their maximum weight limit or were required taping at the commission must be weighed as directed.

### 3. Validate the recruiter has personalized Future Soldier follow-up by:

a. Initiating an in-brief with Future Soldiers.

b. Addressing personal issues in the new Soldier's life, such as program requirements, work, status of relationships, free-time activities, plans for the upcoming week/weekend, and offer support or assistance when needed (IAW regulation).

c. Implement Future Soldier follow-up schedule IAW Chaplain Recruiting Branch's (CRB) current policy.

d. Ensuring involvement of all influencers in Future Soldier events.

e. Reviewing current university/seminary standing and its relation to the Future Soldiers' goals.

f. Reaffirming the Future Soldiers commitment by involving them in your recruiter network.

4. Schedule and supervise Future Soldier functions and training sessions quarterly face-to-face or through the use of a Virtual Classroom Server (VCS) or emergent technology.

a. Make sure Future Soldier functions are enjoyable by scheduling achievable and applicable training.

b. Plan training sessions in advance to include all basic Soldier skills and tasks such as, wear and appearance of the uniform, rank structure, and drill and ceremony.

c. Recognize Future Soldiers in the presence of their peers for academic, athletic, referral, and training achievements.

d. Monitor a Future Soldier physical training program IAW current guidance.

5. Verify maintenance of the Future Soldier in DCA/Future Soldier Dash Board.

a. Review bi-annually.

b. Ensure completeness and accuracy by paying particular attention to the following:

(1) Verify proper red/amber/green training status per regulation.

(2) Verify necessary remarks, i.e., guidance to specific recruiters, reason for absence(s) from functions, reasons for amber/red status, etc..

(3) Record of follow-up dates that reflect the next recruiter/Center Leader action.

(a) Track the Future Soldiers loan repayment status and documentation to include enrollment documents necessary for all others if applicable.

(b) Track orders for all USAR Future Soldiers.

(c) Schedule a date and time for those requiring commissioning and/or re-appointment.

(4) Inform the Operations Officer for the Chaplain Recruiting Branch of a Future Soldiers status and impending Future Soldier decline. Solicit CRB involvement in Future Soldier follow-up and team building activities.

6. Ensure an Army Knowledge On-line (AKO) account is established for the Future Soldier.

7. Conduct a Future Soldier out-brief.

a. Initiate the Future Soldier out-brief and commissioning procedures within 72 hours of notification from CRB.

b. Validate the Future Soldier has all required documents needed for accessing

c. Validate commissioning eligibility such as, physical, moral or admin.

d. Ensure accession package is completed IAW USAREC Regulation 601-95 (transportation documentation, marriage license, divorce decree, etc.).

(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. Evaluated FSTP performance data:			
a. Analyzed declination rates for the past 2-years:			
(1) Identified declination trends such as, family concerns and influences, program failures, and apathy.			
(2) Identified recruiters who account for a disproportionate number of declinations and Future Soldier transfers.			
(3) Identified any other trends such as, number of declinations interviewed initially in the center, number of program failures, and weak follow-up.			
(4) Identified Future Soldiers who share the same risk factors, as in (3) above, and consider coding them "amber" in Leader Zone (LZ), and validate recruiters are updating Future Soldier information, and contact history.			
(5) Contacted Future Soldier declinations to regain commitment to commission.			
b. Analyzed station's FSTP to determine its effectiveness and if a new course of action (COA) is needed.			
2. Conducted continued analysis of the FSTP management tools to further identify trends and realize improvements in pertinent areas as follows:			
a. During daily in-process review (IPR) or after action review (AAR) with recruiters, identified potential Future Soldier declinations and developed COAs to reduce future declinations.			
b. Identified which mission categories (AOC) historically decline at a higher rate and accounted for this when planning follow-up action and tutorials.			
c. Reduced commission dates-to-access dates. The larger the window, the more likely a loss will occur.			
d. Determine if Future Soldier's lack of participation is an indication of apathy.			
e. Determined potential obstacles by performing the Center Leader's 90 day follow-up (spring break, summer vacation, Christmas holidays, etc.) adjust to accomplish follow-up ahead of schedule.			
f. Monitored the Future Soldier's current height/weight semi-annually, members who were close to their maximum weight limit or were required taping at the commission must be weighed once a month.			
3. Validated the recruiter has personalized Future Soldier follow-up by:			
a. Initiated an in brief with Future Soldiers.			
b. Addressed personal issues in the new Soldier's life, such as program requirements, work, status of relationships, free-time activities, plans for the upcoming week/weekend, and offer support or assistance when needed (IAW regulation).			
c. Implemented Future Soldier follow-up schedule IAW Chaplain Recruiting Branch's (CRB) current policy.			
d. Ensured involvement of all influencers in Future Soldier events.			
e. Reviewed current university/seminary standing and its relation to the Future Soldiers goals.			
f. Reaffirm the Future Soldiers commitment by involving them in your recruiter network.			
4. Scheduled and supervised Future Soldier functions and training sessions quarterly face-to-face or through the use of a Virtual Classroom Server (VCS) or emergent technology.			
a. Made sure Future Soldier functions were enjoyable by scheduling achievable and applicable training.			
b. Planned training sessions in advance to include all basic Soldier skills and tasks such as, wear and appearance of the uniform, rank structure, and drill and ceremony.			
c. Recognized Future Soldiers in the presence of their peers for academic, athletic, referral, and training achievements.			
d. Monitored a Future Soldier physical training program IAW current guidance.			
5. Verified maintenance of the Future Soldier in DCA/Future Soldier Dash Board.			
a. Reviewed quarterly.			

b. Ensured completeness and accuracy by paying particular attention to the following:			
(1) Verified proper red/amber/green training status per current regulatory guidance.			
(2) Verified necessary remarks, i.e., guidance to specific recruiters, reason for absence(s) from functions, reasons for amber/red status, etc..			
(3) Recording of follow-up dates that reflect the next recruiter/Center Leader actions.			
(a) Tracked the Future Soldiers loan repayment status and documentation to include enrollment documents necessary for all others as applicable.			
(b) Tracked orders for all USAR Future Soldiers.			
(c) Tracked a date and time for those requiring commissioning.			
(4) Informed the CRB of Future Soldiers status and impending Future Soldier decline. Solicited company involvement in Future Soldier follow-up and team building activities.			
6. Ensured an Army Knowledge On-line (AKO) account was established for the Future Soldier.			
7. Conducted a Future Soldier out-brief.			
a. Initiated the Future Soldier out-brief and commissioning procedures within 72 hours of notification from CRB.			
b. Validated the Future Soldier has all required documents needed for accessing.			
c. Validated commissioning eligibility such as, physical, moral or admin.			
d. Ensured accession package is completed IAW USAREC Regulation 601-95 (transportation documentation, marriage license, divorce decree, etc.).			

**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	No
	USAREC REG 601-95	Delayed Entry and Delayed Training Program	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. "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 :** None

**Supported Collective Tasks :** None