

Report Date: 01 Apr 2014

**Summary Report for Individual Task
805C-42A-4062
Coordinate Morale, Welfare, and Recreation (MWR) Operations
Status: Approved**

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

DESTRUCTION NOTICE: None

Condition: You are the Senior HR Sergeant and your unit is preparing to deploy. The S-1 has tasked you to review the unit's MWR program and provide information to the brigade commander on what must occur prior to, during, and after deployment. You have access to AR 215-1 (Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities), FM 1-0, (Human Resources Support), and standard office supplies. Some iterations of this task should be performed in MOPP 4.

Standard: Coordinate MWR and community support activities during garrison and Unified Land Operations that enhance and maintain unit morale and esprit de corps.

Special Condition: None

Safety Level: Low

MOPP: Sometimes

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Assign responsibilities for providing MWR support at the unit level.
 - a. Plan for the use of Nonappropriated Funds (NAF) and activities at the unit level.
 - (1) Identify brigade MWR NAF manager.
 - (2) Allocate NAF within the battalion according to personnel strength of each subordinate unit and the commander's priorities.
 - b. Assess the level of MWR support for Soldiers and civilians.
 - (1) Coordinate with S-4 for Health and Comfort Packs (HCPs).
 - (2) Determine the type and quantity of HCPs carried by Soldiers.
 - (3) Coordinate for unit MWR programs during pre-deployment planning.
 - (4) Requisition book kits.
 - (5) Ensure units include MWR equipment (unit level recreation kits, book kits, etc.) in the unit basic load plan.
 - (6) Appoint unit Athletics and Recreation (A&R) officers/NCOs.
 - (7) Plan for AAFES Imprest Fund Activities (AIFA) as needed.
 - (8) Schedule Soldiers for Rest and Recuperation (R&R) leave.
 - (9) Coordinate establishment and operation of Soldier activity centers, recreation activities, exchanges and unit lounges.
 - (10) Assist the Family Readiness Staff Assistant with unit Family Readiness programs and policies, as needed.
 - (11) Ensure unit commanders appoint Family Readiness liaison personnel as an additional duty.
2. Perform MWR support during Unified Land Operations.
 - a. Identify MWR Support requirements in operational plans.
 - b. Assign responsibilities for MWR support in a deployed environment.
 - c. Coordinate for civilian/contractor MWR support.
 - d. Coordinate with higher headquarters for MWR support.
 - e. Coordinate with S-4 to ensure availability of stock MWR items.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score a GO if the Soldier passes (P) all applicable performance measures. Score a NO GO if the Soldier fails (F) any performance measure. Show the Soldier what was done wrong on any failed performance measure and how to do it correctly.

Evaluation Preparation: You can evaluate this task by using the performance measures and the materials that appear in the CONDITIONS statement. When the Soldier completes the task, the supervisor will score the NCO PASS (P) or FAIL (F) on each performance measure.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Assigned responsibilities for providing MWR support at the unit level.			
a. Planned for the use of Nonappropriated Funds (NAF) and activities at the unit level.			
b. Assessed the level of MWR support for Soldiers and civilians.			
2. Performed MWR support during Unified Land Operations.			

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
	ATTP 1-0.1	S-1 Operations	No	No
	FM 1-0	Human Resources Support	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. 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 of 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.

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. 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 :

Task Number	Title	Proponent	Status
805C-42A-4041	Analyze HR Planning Considerations Using the MDMP	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-4065	Plan for Joint Human Resources (HR) Operations	805C - Adjutant General (Individual)	Approved

Supported Collective Tasks :

Task Number	Title	Proponent	Status
12-6-0003	Provide Morale, Welfare, and Recreation (MWR) Support	12 - Adjutant General (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL4	Enlisted	MOS: 42A, Skill Level: SL4, Duty Pos: UQJ
42A - Human Resources Specialist ICTL (Consolidated)	Enlisted	MOS: 42A