

Report Date: 28 Apr 2014

Summary Report for Individual Task
805D-208-7086
Supervise the Development of the BDE Command Master Religious Plan (CMRP)
Status: Approved

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

DESTRUCTION NOTICE: None

Condition: Given a laptop, Unit Ministry team (UMT) input for the upcoming fiscal year (FY) CMRP, the Department of the Army Chief of Chaplains Strategic Goals, direct reporting unit command guidance.
This task should not be trained in MOPP 4.

Standard: Develop a Brigade (BDE) CMRP with programs funded by both NAF(Non-Appropriated Funds)and AF(Appropriated Funds)funds to meet the Brigade level vision, mission, values and goals.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: The Command Master Religious Plan is a living document, the planning phase commences in October where you begin planning for the next FY. This is a time to creatively brainstorm programs and activities that are necessary and essential for the free exercise of religion for the unit/organization.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Receive commander's vision, mission, values, and goals for the unit/organization.
2. Receive Installation/Supervisory Chaplain's guidance on Chaplain Corps vision, mission, values, and goals.
3. Assess religious support needs of the Unit/Organization.
 - a. Talk with unit organization leaders.
 - b. Talk with helping agencies (Army Community Service, Social Work Services and Family Life Chaplain).
 - c. Review military police (MP) reports for trends
 - d. Review population by distinctive faith group.
 - e. Review critical unit organization statistics.
 - f. Review prior years command master religious plan (CMRP).
 - g. Review Command Climate Survey Data.
 - h. Balance score card information.
4. Receive guidance from the Brigade Chaplain after he/she has reviewed the master planning calendar and conferred with the budget office to understand implication for the religious support mission of future major events.
5. Evaluate collected information.
6. Write a statement of your assessment of the unit organization's religious needs.
7. Identify a variety of possible unconstrained programs that meet the vision, mission, goals, values, need, and opportunities available of the unit/organization.
 - a. Seek out advice on Chapel Tithes and Offerings Fund (CTOF) best practices and successful programs to facilitate ministry.
 - b. Seek out advice on appropriated funds (APF) best practices and expenditures to facilitate ministry
8. Narrow down the programs to realistically manageable amount: consider time manpower, equipment, facilities and sources of funding.
9. Ensure all programs are coordinated and nested with the master training calendar and or installation master activities calendar.
10. Fill out standard Command Master Religious Plan (CMRP) specifications for a single program/ activity forms.
11. Summarize all unit organization programs activities on standard Command Master Religious Plan (CMRP) spreadsheet.
12. Compile unit/organization Command Master Religious Plan CMRP.

13. Assist Brigade Chaplain in conducting a decision briefing for the commander for approval and funding of the unit/organization Command Master Religious Plan (CMRP); once approved the Command Master Religious Plan (CMRP) becomes the Commander's religious program.

14. Ensure that each approved program activity in the Command Master Religious Plan (CMRP) is posted on the unit training schedule.

15. Execute programs Command Master Religious Plan (CMRP).

16. Evaluate programs on Command Master Religious Plan (CMRP).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed. Score the Soldier NO GO if any step is failed. If the Soldier fails any step, show or tell him or her what was done wrong and how to do it correctly.

Evaluation Preparation: Setup: Evaluate this task during Garrison operations if possible, this task can also be completed during a field environment. Give the evaluated Soldier guidance, vision, and common mission for a Brigade (BDE) level Command Master Religious Plan (CMRP) Brief Soldier: Tell the Soldier that he/she will be evaluated on his/her ability to identify, understand, and comply with Assisting the preparation of the Command Master Religious Plan (CMRP). Tell the Soldier that he/she will also be evaluated on his/her ability to identify requirements and needed purchases for the appropriate level of support.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Received unit Commander guidance pertaining the Command Master Religious Plan (CMRP).			
2. Received higher echelon Chaplain's guidance pertaining to the Command Master Religious Plan (CMRP) from the Installation Chaplain.			
3. Assesed religious support needs of the unit/ organization.			
4. Conferred with G3 and budget officer for calendar space and funding.			
5. Evaluated collected information.			
6. Wrote a statement of your assessment.			
7. Evaluated ideas and program.			
8. Selected programs based on funding and guidance.			
9. Met with G3 and got funded events placed on Unit calendar.			
10. Filled out standard Command Master Religious Plan (CMRP) specifications for a single program/ activity form.			
11. Completed Command Master Religious Plan (CMRP) for programs.			
12. Consolidated Command Master Religious Plan (CMRP) for Unit.			
13. Assisted the Brigade Chaplain in briefing the Commander on Command Master Religious Plan (CMRP).			
14. Ensured that each approved program activity is in Command Master Religious Plan (CMRP) is posted on the unit training schedule.			
15. Executed programs.			
16. Evaluated Command Master Religious Plan (CMRP) programs.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 5-0	The Operations Process	No	No
	AR 165-1	Army Chaplain Corps Activities	No	No
	PAM 165-18	CHAPLAINCY RESOURCES MANAGEMENT	No	No

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 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, 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. 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, 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