

Summary Report for Individual Task
805D-208-4012
Conduct a Chaplaincy Program Budget Advisory Committee (CPBAC) Meeting.
Status: Approved

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 Chaplain School foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: Given a laptop, Chaplaincy Program Budget Advisory Committee (CPBAC) member memo, Chaplaincy Financial Accounting System (CFAS) reports, previous Chaplaincy Program Budget Advisory Committee (CPBAC) meeting minutes, Chaplaincy Program Budget Advisory Committee (CPBAC) agenda, AR 165-1, DA PAM 165-18, and a PowerPoint presentation.

Standard: Conduct a Chaplaincy Program Budget Advisory Committee (CPBAC) meeting. Ensure that all appropriated fund (AF) and non appropriated fund (NAF) business is conducted and annotated. Ensure all notes are captured and annotated on Chaplaincy Program Budget Advisory Committee (CPBAC) minutes.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue:

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Verify meeting time, location, and attendees.
 - a. Ensure location and time of meeting are scheduled.
 - b. Send out reminder e mail to all attendees .
2. Request input for agenda from program element leaders.
3. Prepare and print agenda for Chaplaincy Program Budget Advisory Committee (CPBAC) meeting .
4. Consolidate needed documents for Chaplaincy Program Budget Advisory Committee (CPBAC) meeting.
 - a. Update and print current Chaplaincy Program Budget Advisory Committee (CPBAC) member memo.
 - b. Print needed Chaplaincy Financial Accounting System (CFAS) reports for review at meeting.
 - c. Print previous Chaplaincy Program Budget Advisory Committee (CPBAC) meeting minutes .
5. Conduct Chaplaincy Program Budget Advisory Committee (CPBAC) meeting.
 - a. Conduct Chaplaincy Program Budget Advisory Committee (CPBAC) meeting in accordance with Robert’s rule of order.
 - b. Review financial statements.
 - c. Review old business and minutes.
 - d. Conduct new business.
 - e. Set date for next Chaplaincy Program Budget Advisory Committee (CPBAC) meeting.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier a 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 wrong and how to do it correctly.

Evaluation Preparation: Setup: Provide the Soldier with the equipment and/ or materials described in the conditions statement.

Brief Soldier: Tell the Soldier what is expected of him/her by reviewing the task standard. Stress the importance of the Chaplaincy Program Budget Committee (CPBAC) meeting.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified meeting time, location, and attendees.			
2. Requested input for the agenda from program element leaders.			
3. Prepared and printed the agenda for Chaplaincy Program Budget Advisory Committee (CPBAC) meeting.			
4. Consolidated needed documents for the Chaplaincy Program Budget Advisory Committee (CPBAC) meeting.			
5. Conducted the Chaplaincy Program Budget Advisory Committee (CPBAC) meeting.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	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 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. 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