

Summary Report for Individual Task
805D-208-1037
Procure Supplies for the Unit Ministry Team
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 tactical or non-tactical environment, appropriate Modified Table of Organization and Equipment, Table of Distribution and Allowance, Common Tables of Allowance, access to the unit supply section or S-4, UMT expendable and non-expendable supply and equipment inventory needs, general office supplies and equipment, and coordinating instruction and information. This task should not be trained in MOPP 4.

Standard: Obtain supplies to be procured in accordance with appropriate authorization documents and needs assessment ensuring all needed supplies are on hand or ordered.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: This task is conducted quarterly or may be quered by warning order of an upcoming overseas deployment, deployment to a training center, or field training exercise.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Prepare an Inventory Sheet:

Note: Soldiers who are competent with commonly used commercial spreadsheet software such as Microsoft Excel may be encouraged to create a digital variant of the below.

a. Divide 8 1/2 x 11 inch, wide-lined paper into three columns, the first column 5 inches wide, the second 1 inch wide, and the third 1 inch wide.

b. Title the first column SUPPLY ITEM, the second UNIT OF ISSUE, and the third QUANTITY ON HAND.

c. List the name of each piece of equipment or each type of supply on a separate line in the SUPPLY ITEM column. Use different sheets for expendable and nonexpendable items.

d. Enter the unit of issue of each type of item in the UNIT OF ISSUE column. For example, EA for each, DZ for dozen, BX for box, or CS for case.

e. Count the number of units of issue. For example, 10 DZ pencils or 2 EA green memo books.

f. Enter the number of units of issue in the QUANTITY ON HAND column.

g. File the inventory sheet in the office files for future reference. For example, to use the next time you want to determine supply and equipment requirements.

2. Determine Requirements for Expendable Supplies.

a. Ensure you maintain a 90-day supply of expendables in your section. A 90-day supply of expendable supplies is the minimum that should be taken with the UMT upon deployment. Discuss potential supply needs with your chaplain. The chaplain may wish to have additional stocks of consumables such as wine, candles or books. Prior to deploying, coordinate with S4 for the supplies you will need during the deployment in excess of the 90 day supply stock you take with you.

b. Prepare a 90-day usage list by recording consumption or use of expendable supplies for 30 days and multiplying the figures by 3 to get the amount for 90 days.

c. Inventory all expendable supplies currently on hand in your section.

d. If you know you will be conducting a relief in place with a unit already in theater, coordinate with your higher headquarters chaplain assistant NCO to determine the availability of consumables downrange.

e. Subtract the amount on the inventory list from the amount on the 90-day usage list to determine how much is to be requested

f. Refer to CTA 50-970 and the local self-service supply center (SSSC) item listing to order the needed items.

3. Determine Requirements for Nonexpendable Property.

a. First determine what is authorized for the UMT section, referring to the appropriate authorization document, such as MTOE, MTDA, and CTA 50-909. You should be able to find these authorization documents at your unit supply room or S4. From these authorization documents, list all equipment authorized for use by your section.

b. Inventory and list all equipment and property you have on hand.

c. Compare the authorized list with the inventory list to determine the additional items your UMT section requires.

d. If you discover you have more of any item than you are authorized, inform the UMT section hand receipt holder of the excess.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Soldier must be able to procure supplies for the Unit Ministry Team as prescribed in the task steps with no errors.

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

Brief Soldier: Tell the Soldier what is expected of him/her by reviewing the task standard. Stress the importance the procurement process.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared an Inventory Sheet:			
a. Divided wide-lined paper, 8 1/2 x 11 inch, into three columns, the first column 5 inches wide, the second 1 inch wide, and the third 1 inch wide.			
b. Titled the first column SUPPLY ITEM, the second UNIT OF ISSUE, and the third QUANTITY ON HAND.			
c. Listed the name of each piece of equipment or each type of supply on a separate line in the SUPPLY ITEM column. Used different sheets for expendable and nonexpendable items.			
d. Entered the unit of issue of each type of item in the UNIT OF ISSUE column. For example, EA for each, DZ for dozen, BX for box, or CS for case.			
e. Counted the number of units of issue. For example, 10 DZ pencils or 2 EA green memo books.			
f. Entered the number of units of issue in the QUANTITY ON HAND column.			
2. Determined Requirements for Expendable Supplies:			
a. Ensured a 90-day supply of expendables in the section. Discussed potential supply needs with your chaplain. Coordinated with S4 for any supplies in excess of the 90 day supply stock.			
b. Prepared a 90-day usage list by recording consumption or use of expendable supplies for 30 days and multiplying the figures by 3 to get the amount for 90 days.			
c. Inventoried all expendable supplies currently on hand in the section.			
d. Coordinated with the higher headquarters chaplain assistant NCO to determine the availability of consumables downrange.			
e. Subtracted the amount on the inventory list from the amount on the 90-day usage list to determine how much to request.			
3. Determined Requirements for Nonexpendable Property.			
a. Determined the equipment authorized for the UMT section, by referring to the MTOE, MTDA, and CTA 50-909. Listed all equipment authorized for use by your section.			
b. Inventoried and listed all equipment and property on hand.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 165-1	Army Chaplain Corps Activities	Yes	No
	DA PAM 165-18	Chaplaincy Resources Management	No	No
	FM 1-05	Religious Support	Yes	No
	JP 1-05	Religious Affairs in Joint Operations	Yes	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 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 : None

Supported Collective Tasks : None