

Summary Report for Individual Task
805C-42B-6100
Coordinate Command Interest Programs as a Member of the S-1 Staff
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 Fort Jackson / USASSI foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are assigned as a member of the battalion S-1 staff. Your commander tasks you to review the unit's current procedures and policies for Equal Opportunity (EO), Army Voting Assistance Program (AVAP), Army Substance Abuse Program (ASAP), Army Body Composition Program (ABCP), Army Continuing Education System (ACES), Sexual Harassment/Assault Response and Prevention Program (SHARP), Combined Federal Campaign (CFC), Army Emergency Relief (AER), Suicide Prevention Program, Total Army Sponsorship Program (TASP), and Family Readiness. You have access to the references listed on the enclosed table. This task should not be trained in MOPP 4.

Standard: Coordinate command interest programs by publishing comprehensive, error-free policy letters and Standing Operating Procedures (SOPs) that communicate the commander's intent, support unit readiness, build morale and cohesion, enhance quality of life, and provide recreational, social and other support services for 100% of assigned Soldiers, civilians, and their Families.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are tasked by your commander to Coordinate Command Interest Programs for your unit.

DANGER
None

WARNING
None

CAUTION
None

Remarks: All required references and technical manuals not available online will be provided by the local command.

Notes: None

Performance Steps

1. Analyze support requirements for the management of Command Interest Programs (CIP) per the commander's intent.
2. Monitor the unit's Equal Opportunity (EO) program.
 - a. Ensure written command policy statements are published for EO and EO complaint procedures consistent with Army policy.
 - b. Appoint the unit EO representatives.
3. Coordinate the unit's Army Voter Assistance Program (AVAP).
 - a. Ensure companies have a Voting Assistance Officer (VAO) appointed on orders.
 - b. Coordinate appropriate training for VAOs on absentee registration and voting.
 - c. Provide command emphasis and support to the AVAP.
4. Monitor the unit's Army Substance Abuse Program (ASAP).
 - a. Monitor the implementation of appropriate initiatives of the ASAP.
 - b. Ensure companies appoint an E5 or higher as the Unit Prevention Leader (UPL) who must be certified through required training.
5. Monitor the unit's Army Body Composition Program (ABCP).
 - a. Monitor the implementation of appropriate initiatives of the body composition program.
 - b. Track body composition status, including adverse actions, progress, and nutrition counseling.
6. Monitor the unit's Army Continuing Education System (ACES).
 - a. Monitor Soldier Development Programs.
 - (1) Functional Academic Skills Training (FAST).
 - (2) High School Completion Program (HSCP).
 - (3) English-as-a-Second Language (ESL).
 - (4) Mission-related Language (Headstart and Gateway).
 - (5) Mission-required Language.
 - (6) Soldier Training Courses (STC) instruction.
 - b. Monitor Self-Development Programs.
 - (1) Leader skill enhancement courses.
 - (2) GI to Jobs.

(3) Postsecondary programs.

(4) eArmyU.

7. Monitor the unit's Sexual Harassment/Assault Response and Prevention Program (SHARP).

a. Ensure written command policy statements are published for SHARP and SHARP complaint procedures consistent with Army policy.

b. Appoint the unit SHARP representatives.

8. Manage the unit's Combined Federal Campaign (CFC).

a. Ensure unit CFC representatives are appointed.

b. Ensure CFC representatives attend training, distribute material and provide weekly updates to the commander and higher headquarters.

9. Manage the unit's Army Emergency Relief (AER) campaign.

a. Ensure unit AER campaign representatives are appointed.

b. Ensure AER representatives attend training, distribute material and provide weekly updates to the commander and higher headquarters.

10. Manage the unit's Suicide Prevention Program.

a. Coordinate with the Chaplain to provide training to all Soldiers in accordance with local policy.

b. Ensure Soldiers are familiar with the Ask, Care, Escort (ACE) Program.

c. Track completion of post-deployment mental health assessment through the Medical Protection System (MEDPROS).

11. Implement the unit's Total Army Sponsorship Program (TASP).

a. Ensure written command policy statements are published for TASP.

b. Appoint an individual to coordinate and manage the sponsorship program at battalion level.

c. Ensure sponsors receive training from Army Community Services.

d. Coordinate qualified sponsors for all potential gains.

e. Appoint a reactionary sponsor to perform duties for all unexpected arrivals.

f. Monitor and evaluate the program.

12. Maintain Family Readiness.

a. Ensure unit commanders establish Family Readiness Groups (FRGs).

b. Ensure unit commanders appoint Family Readiness point of contacts as an additional duty.

c. Coordinate with Family Readiness Support Assistant (FRSA) and FRG representatives to meet the unit's Family Readiness requirements.

(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 fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Analyzed support requirements for the management of Command Interest Programs per the commander's intent.			
2. Monitored the unit's EO program.			
3. Coordinated the unit's AVAP.			
4. Monitored the unit's ASAP.			
5. Monitored the unit's ABCP.			
6. Monitored the unit's ACES.			
7. Monitored the unit's SHARP.			
8. Managed the unit's CFC.			
9. Managed the unit's AER campaign.			
10. Managed the unit's Suicide Prevention Program.			
11. Implemented the unit's TASP.			
12. Maintained Family Readiness.			

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
	AR 600-20	Army Command Policy	Yes	No
	AR 600-8-8	THE TOTAL ARMY SPONSORSHIP PROGRAM	Yes	No
	AR 600-85	THE ARMY SUBSTANCE ABUSE PROGRAM	Yes	No
	AR 600-9	The Army Body Composition Program	Yes	No
	AR 608-1	ARMY COMMUNITY SERVICE	Yes	No
	AR 608-20	ARMY VOTING ASSISTANCE PROGRAM http://www.apd.army.mil/pdf/files/r608_20.pdf	Yes	No
	AR 621-5	ARMY CONTINUING EDUCATION SYSTEM	Yes	No
	AR 930-4	ARMY EMERGENCY RELIEF	Yes	No
	ARMY DIR 2011-19	Expedited Transfer or Reassignment Procedures for Victims of Sexual Assault	Yes	No
	DA PAM 608-47	A Guide to Establishing Family Support Groups	No	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes
	PAM 600-24	Health Promotion, Risk Reduction, and Suicide Prevention	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.

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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42B-6116	Prepare Correspondence as an S-1 Staff Officer	805C - Adjutant General (Individual)	Superseded

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42B - Human Resources Officer - LT	Officer	AOC: 42B, Rank: 2LT, Duty Pos: ACJ

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