

Summary Report for Individual Task  
805D-208-2001  
Process Chapel Tithes and Offerings Fund Income  
Status: Approved

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**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 Chapel Tithes and Offerings Fund (CTOF) office or a classroom environment, A completed daily income report, bank verified deposit slips, access to the Chaplain Income Procurement System (CHIPS), pens, stapler, calculator, service bulletin, and local SOP. This task should not be trained in MOPP 4.

**Standard:** Process received offering/donation income in the correct manner. Complete the income process accounting for all collected Chapel Tithes and Offerings Fund (CTOF) income.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Issue the Detail Income Record (DIR).
  - a. Access the Chaplain Income Procurement System (CHIPS).
  - b. Identify and select you location.
  - c. Select Detail Income Record (DIR).
  - d. Select add document under the Detail Income Record tab.
  - e. Identify who you are issuing the Detail Income Record to.
  - f. Annotate the date of the service or activity.
  - g. Select the type of income (regular offering, designated offering, or donation). If you select designated offering you will need to identify who the designated offering is for and who is the approving authority.
  - h. Select the corresponding location.
  - i. Select the corresponding department.
  - j. Save and print the Detail Income Record.
2. Receive Detail Income Record and supporting documents (bank verified deposit slip, receipts, bulletins, and counters documentation).
  - a. Receive all documents from the bank on the next business day after the activity took place.
  - b. Review all documents for detail and accuracy. (Ensure any errors on the Detail Income Record are corrected in accordance with AR 165-1). (If errors exist ensure you validate correct amounts, provide corrective training to fix any errors that took place).
  - c. Ensure Detail Income Record and verified bank deposit slip match. If there are errors ensure corrections are made on the Detail Income Record correcting the discrepancy.
3. Create the Daily Activity Report.
  - a. Access the Chaplain Income Procurment System (CHIPS).
  - b. Select Detail Income Record.
  - c. Select the corresponding Detail Income Record for the activity.
  - d. Fill out block 4 in the administrative data section of the form. The total is annotated from the verified bank deposit slip.
  - e. Save the Detail Income Record.
  - f. Select the Create DAR tab.
  - g. Verify Daily Activity Report is accurate and correct.

h. Print the Daily Activity Report.

i. Prepare documents for fund manager review sign the Daily Activity Report on the DAR preparer block.

4. Create Defense Finance Accounting Service (DFAS) Income transmittal coversheet.

a. Access the Chaplain Income Procurement System (CHIPS).

b. Identify and select you location.

c. Select Defense Finance Accounting Service (DFAS) income transmittal.

d. Select add document under the Defense Finance Accounting Service (DFAS) income transmittal coversheet.

e. Select you location (this will always be CA)

f. Select the submissions suffix.

g. Enter the last date the income was collected.

h. Annotate the number of documents be submitted.

i. Annotate the senders name.

j. Select the prepared date.

k. Annotate the senders phone number.

l. Annotate the sender E-mail address.

m. Save the form.

n. Print the form.

5. Submit income documents to the fund manager for review and signature.

6. Submit income documents to Defense Finance Accounting Service - Non-Appropriated Fund Instrumentalities (DFAS-NAFI).

a. Scan signed income documents.

b. Rename scanned documents per Defense Finance Accounting Service - Non-Appropriated Fund Instrumentalities (DFAS-NAFI) guidance.

c. Send documents to Defense Finance Accounting Service - Non-Appropriated Fund Instrumentalities (DFAS-NAFI).

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Soldier must be able to process Chapel Tithes and Offerings Fund income packets with no errors. Note corrections can be made per regulatory guidance.

**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 accurate documentation.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Issued the Detail Income Record (DIR).			
2. Received Detail Income Record and supporting documents (bank verified deposit slip, receipts, bulletins, and counters documentation).			
3. Created the Daily Activity Report.			
4. Created Defense Finance Accounting Service (DFAS) Income transmittal coversheet.			
5. Submitted income documents to the fund manager for review and signature.			
6. Submitted income documents to Defense Finance Accounting Service - Non-Appropriated Fund Instrumentalities (DFASNAFI).			

**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