

Report Date: 28 Apr 2014

**Summary Report for Individual Task
805D-208-4411
Train Management Controls Related to Safeguarding Offering (56M)
Status: Approved**

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

DESTRUCTION NOTICE: None

Condition: Given a chapel environment, offering counting room, scratch paper, offering plates, daily income report, bank deposit bags, bank deposit slips, receipt book, deposit stamp, pens, envelopes, rubber bands, paper clips, stapler, calculator, bank night deposit key, service bulletin, local SOP, two trainees to act as counters, one chaplain assistant receiving training, one chaplain assistant to act as chaplain in charge of service. This task should not be trained in MOPP 4.

Standard: Ensure that all subordinate chaplain assistants are fully trained on all regulatory and local SOP policies pertaining to safeguarding an offering. Subordinate chaplain assistants must be able to perform all steps with no deficiencies.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Identify training population based on individual performance.
2. Ensure chapel facilities are available.
3. Ensure counting room is available.
4. Ensure all needed materials described in the Conditions Statement are provided to Soldiers receiving training.
5. Ensure all Soldiers are trained on how to fill out a Daily Income Report per AR 165-1 DA PAM 165-18 and local SOP.
6. Ensure all Soldiers are trained on proper procedures for filling out a local bank deposit slip per local SOP.
7. Ensure all Soldiers are trained on how to properly fill out a receipt for received offerings over \$250.00 per AR 165-1.
8. Ensure all Soldiers are trained on proper procedures on securing the offering after funds have been counted. This will vary based on local SOP.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Inform the soldier that one of the most important jobs as a chaplain assistant is managing and securing an offering . Evaluate soldier on ability to properly train management controls related to safeguarding an offering.

Evaluation Preparation: Setup: setup training environment to simulate a counting room at a chapel. Use a simulated offering count with monetary values ensuring the soldier has enough information to fill out a daily income record.

Brief Soldier: Inform the soldier that one of the most important jobs as a chaplain assistant is managing and securing an offering and they must ensure that all chapalin assistants are properly trained on this task.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified training population based on individual performance.			
2. Ensured the chapel is available.			
3. Ensured a counting room is available.			
4. Ensured all needed materials described in the Conditions Statement were provided to Soldiers receiving training.			
5. Ensured all Soldier were trained on how to fill out a Daily Income Report.			
6. Ensured all Soldier were trained on how to properly fill out a local bank deposit slip.			
7. Ensured all Soldier were trained on how to fill out a receipt for received offerings over \$250.00.			
8. Ensured all Soldier were trained on proper procedures on securing the offering after funds have been counted.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 165-1	Army Chaplain Corps Activities	No	No
	DA PAM 165-18	Chaplaincy Resources Management	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 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. 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 :

Task Number	Title	Proponent	Status
16-5-3002	Perform Religious Administrative Support	16 - Chaplain (Collective)	Approved