

Summary Report for Individual Task  
805D-208-8111  
Perform Brigade Chaplain Personnel Actions  
Status: Approved

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - The materials contained in this course have been reviewed by the course developers in coordination with the Chaplain School foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** Given a classroom, access to AR 623-3 Evaluation Reporting System, DA Form 2166-8 NCO Evaluation Report, DA Form 67-9 Officer Evaluation Report, and DACH Assignment Preference Sheet. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Ensure 80% of personnel actions are identified in accordance with AR 623-3, DA Form 2166-8, and DA Form 67-9.

**Special Condition:** All required references and forms will be provided by the instructor.

**Safety Risk:** Low

**MOPP 4:** N/A

<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. Identify the Noncommissioned Officer Evaluation Reporting System (NCOERS).
2. Identify the different types of NCOER reports.
3. Identify the NCOER rating chain members' qualifications and responsibilities.
4. Identify the NCOER evaluation forms narrative requirements.
5. Identify the different types of OER reports.
6. Identify the OER rating chains' qualifications and responsibilities.
7. Identify required reviews/reviewer responsibilities.
8. Identify the OER evaluation process.
9. Identify the OER evaluation narrative requirements.
10. Identify the DACH Assignment preference form.
11. Identify the DACH Assignment preference requirements for supervisors.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO on performance measures passed. Score the Soldier NO GO on any performance measure failed. The Soldier must score a GO on 80% of the performance measures listed above to receive a GO on the task. If the Soldier scores a NO GO, show the Soldier what was wrong.

**Evaluation Preparation:** To evaluate this task, gather the items listed in the conditions statement and prepare a scenario that requires the Soldier to address the following performance measures.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified the Noncommissioned Officer Evaluation Reporting System (NCOERS).			
2. Identified the different types of NCOER reports.			
3. Identified the NCOER rating chain members' qualifications and responsibilities.			
4. Identified the NCOER evaluation forms narrative requirements.			
5. Identified the different types of OER reports.			
6. Identified the OER rating chains' qualifications and responsibilities.			
7. Identified required reviews/reviewer responsibilities.			
8. Identified the OER evaluation process.			
9. Identified the OER evaluation narrative requirements.			
10. Identified the DACH Assignment preference form.			
11. Identified the DACH Assignment preference requirements for supervisors.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 165-1	Army Chaplain Corps Activities	Yes	No
	AR 623-3 Revision, March 31, 2014	Evaluation Reporting System <a href="http://www.apd.army.mil/pdffiles/r623_3.pdf">http://www.apd.army.mil/pdffiles/r623_3.pdf</a>	Yes	No
	FM 1-05	Religious Support	Yes	No
	PAM 623-3 (Revision, March 31, 2014)	Evaluation Reporting System <a href="http://www.apd.army.mil/pdffiles/p623_3.pdf">http://www.apd.army.mil/pdffiles/p623_3.pdf</a>	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 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 :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :**

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

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
AOC 56A, Chaplain	Officer	AOC: 56A
Chaplain, Major	Officer	AOC: 56A, Rank: MAJ, Duty Pos: VAH