

**Summary Report for Individual Task**  
**805D-208-8083**  
**Provide Staff Supervision to Subordinate Level Unit Ministry Teams (UMTs)**  
**Status: Approved**

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

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the USACHCS foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You are the Brigade Chaplain responsible for supervision of battalion Unit Ministry Teams (UMTs) assigned to you. Given subordinate UMTs, Division training guidance, Standard Operating Procedures (SOP), critical task list, individual training plans (ITPs) and task organization. This task should not be trained in MOPP 4.

**Standard:** Perform supervisory tasks of subordinate Unit Ministry Teams (UMTs) in accordance with a predetermined ITP and evaluation reporting system requirements delineated in AR 623-3.

**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:**

### Performance Steps

1. Establish personal contact with inbound Chaplains and Chaplain Assistants as soon as possible.
  - a. Serve as their UMT sponsor or assign them one, additional to the unit sponsorship program.
  - b. Provide them prioritized "read ahead" information such as UMT standard operating procedures (SOPs).
2. Conduct counseling, performance assessment and evaluations/appraisals of all UMT members, such as the following:
  - a. Initial integration/reception counseling.
  - b. Quarterly performance.
  - c. Event oriented.
  - d. Evaluation.
  - e. Professional Development.
3. Execute a UMT training plan that supports the development of proficiency in all UMT members, ensuring all members receive required training, such as the following:
  - a. Critical MOS tasks.
  - b. Tasks unique to unit e.g., ceremony for the dignified transfer of human remains for aviation UMTs.
  - c. Staff NCO and officer skills.
  - d. Chaplain Professional Reinforcement Training (CPRT) as needed.
4. Ensure all staff actions are completed for your UMT members in a timely manner as part of an overall coaching and mentoring culture, including training how to correctly complete all reports required in the garrison and deployed environments.
5. Define role, relationships and expectations of chain of command and UMT technical channels, including information unique to that post or command.
6. Define expectations with regard to additional duty assignments such as on-call/CQ, funeral duty, chapel duties for both Chaplains and Chaplain Assistants.
7. Ensure subordinate UMT training is integrated with all staff sections and published in applicable OPORDs and FRAGORDs.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Soldier may be evaluated orally or in written form by briefing how he/she completed each performance step. If any step was not completed, the Soldier must explain why that step did not apply in this situation.

**Evaluation Preparation:**

Set-up: Tell Soldier to brief orally or in written form how he/she completed each performance step and why any step not completed does not apply in this situation.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Established personal contact with inbound Chaplains and Chaplain Assistants as soon as possible.			
2. Conducted counseling, performance assessment and evaluations/appraisals of all UMT members.			
3. Executed a UMT training plan that supported the development of proficiency in all UMT members, ensured all members received required training.			
4. Ensured all staff actions were completed for your UMT members in a timely manner as part of an overall coaching and mentoring culture, included training all reports required in the garrison and deployed environments.			
5. Defined roles, relationships and expectations of chain of command and UMT technical channels, included information unique to that post or command.			
6. Defined expectations with regard to additional duty assignments such as on-call/CQ, funeral duty, chapel duties for both Chaplains and Chaplain Assistants.			
7. Ensured subordinate UMT training was integrated with all staff sections and published in applicable OPORDs and FRAGORDs.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 6-22	Army Leadership	Yes	No
	ADRP 6-22 (Change 1, 10 Sep 2012)	Army Leadership	Yes	No
	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/pdf/files/r623_3.pdf">http://www.apd.army.mil/pdf/files/r623_3.pdf</a>	Yes	Yes
	ATP 1-05.02	RELIGIOUS SUPPORT TO FUNERALS AND MEMORIAL CEREMONIES AND SERVICES	Yes	No
	ATP 1-05.03	RELIGIOUS SUPPORT AND EXTERNAL ADVISEMENT	Yes	No
	ATP 1-05.1	Religious Support and the Operations Process	Yes	No
	DA PAM 165-18	Chaplaincy Resources Management	Yes	No
	FM 1-05	Religious Support	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 :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks : None**