

**805D-201-1035
Support a Memorial Service
Status: Approved**

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 U.S. Army Chaplain Center and School foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: Given, the requirement to conduct a faith-group specific memorial service in a military chapel, a local SOP, access to a computer and printer, unit flags, memorial display equipment. This task should not be trained in MOPP 4.

Standards: Complete the coordination, set-up and tear down for the memorial service by following the eleven performance steps. Ensure vestments , religious items, suitable facilities and equipment, and environmental requirements are available and secured.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: This action is cued by the death of a Soldier in the unit and as the local commander directs.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

Cue: Soldier performs these steps as directed by the command, in response to the death of a Soldier in the unit.

1. Consult and follow local Memorial Service SOP, if one is present and in effect.
2. Consult with officiating chaplain regarding special instructions not covered in the SOP.
3. Coordinate scheduling and use of a local chapel with the garrison or chapel NCOIC and secure keys.
4. Coordinate with deceased Soldier's unit for placement of unit flags, memorial display equipment or sound system in the chapel.
5. Coordinate with unit for rehearsal times in the chapel.
6. Assist chaplain with publicizing the date/time/location of the service to members of the unit through printed flyers, word of mouth or published instructions.
7. Assist chaplain and unit S-1 section with writing, proofing, preparing and producing memorial service bulletin.
8. Ensure chapel is clean and otherwise ready prior to the service.
9. Prepare a private room with refreshments and tissues for family members of the deceased
10. Reserve front seats for family members, and other participants as instructed by your chaplain.
11. Coordinate with unit after the service to ensure all unit items have been removed from the chapel and that the chapel has been cleaned and neutralized.
12. Return chapel keys to control of chapel or garrison NCOIC.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier a GO if the Soldier performs all 12 steps correctly. If the Soldier is a NOGO, tell the Soldier what they did wrong and retest until they are able to perform the task correctly.

Evaluation Preparation: Evaluation Preparation: Setup: From the inside of a neutral chapel, provide the soldier with a copy of the local SOP on Memorial Services. Brief the Soldier: Tell the Soldier that a private in their unit was killed in a car accident. Have the Soldier walk you through the 11 performance steps of Memorial Service support and describe how each step might be performed.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Consulted and followed local Memorial Service SOP if present.			
2. Consulted with officiating chaplain regarding special instructions not covered in the SOP.			
3. Coordinated scheduling and use of a local chapel with the garrison chapel NCOIC and secured keys.			
4. Coordinated with unit for the placement of unit flags, memorial display equipment or sound system in the chapel.			
5. Coordinated with unit for rehearsal times in the chapel.			
6. Assisted chaplain with publicizing the date/time/location of the service to members of the unit through printed flyers, word of mouth or published instructions.			
7. Assisted chaplain and unit S-1 section with writing, proofing, preparing and producing memorial service bulletin.			
8. Ensured chapel was clean and otherwise ready prior to the service.			
9. Prepared a private room with refreshments and tissues for the family members.			
10. Reserved front seats for family members and other participants as instructed.			
11. Coordinated with unit after the service to ensure all unit items were removed from the chapel and that the chapel was left clean and neutral.			
12. Returned chapel keys to control of garrison NCOIC.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 165-1	Army Chaplain Corps Activities	Yes	No
	AR 840-10	FLAGS, GUIDONS, STREAMERS, TABARDS, AND AUTOMOBILE AND AIRCRAFT PLATES	No	No
	CD 16-02	Military Funerals and Memorials	Yes	No
	DA PAM 165-3	Chaplain Training Strategy	No	No
	FM 1-05	Religious Support	Yes	No
	JP 1-05	Religious Affairs in Joint Operations	Yes	No

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

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 the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. 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 :

Task Number	Title	Proponent	Status
16-TM-1001	Conduct Religious Services	16 - Chaplain (Collective)	Approved
16-TM-1002	Created from Template: Conduct Religious Services	16 - Chaplain (Collective)	Proposed
16-5-2001	Perform Religious Crisis Response	16 - Chaplain (Collective)	Approved
10-GRP-0212(Step: 7.)	Conduct Petroleum Group Operations during Offense, Defense, Stability, and Defense Support of Civil Authorities (DSCA) Operations	10 - Quartermaster (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
Chaplain Assistant, Skill Level 1 (56M10)	Enlisted	MOS: 56M, Skill Level: SL1, Duty Pos: UDI