

Summary Report for Individual Task  
805D-204-2050  
Organize a Unit Ministry Team Sponsored Event  
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 notification of a projected UMT-sponsored event, a list of required media resources-CMRP, a CMRP Calendar, a list of support personnel and a DA Form 1756-R. This task should not be trained in MOPP 4.

**Standard:** Organize a UMT sponsored event IAW the performance measures and coordinating instructions by the event coordinator.

**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. the chaplain assistant must often plan and organize support for a UMT-sponsored event. The management of such UMT-sponsored programs is no easy task. The chaplain assistant must research the support needs of the program, develop a plan that will fulfill the support requirements, and manage the implementation of that plan to ensure all the goals of the event are accomplished.

2. You should prepare an action/control plan which can be submitted to the chaplain and which will serve as your guide throughout the management process. You can use the following general guidelines to accomplish this task:

3. Ensure the proposed UMT-sponsored event supports the general objectives stated in the current CMRP.

4. Post the event title, time, and location on the correct day of the CMRP calendar .

5. Determine the desired end result, the time frame in which the event is to be accomplished, the resources that will be needed to support the event, the target group of persons for the event, and the priority given to the accomplishment of the event.

6. Develop an action/control plan, based on the information received, that lists the following:

a. The overall objective (this is the event or program title).

b. The supporting tasks that must be performed to accomplish the overall objective.

c. The person who will be responsible for accomplishing each supporting task you have listed - this person will be the point of contact (POC) for that task.

d. The date by which each supporting task is to be accomplished. This date is often called a milestone, and the entire listing is called a milestone chart. By referring to the milestone chart, you can determine the overall picture of what needs to be accomplished by a certain date. Another helpful date to enter with each milestone date is a "check date". The check date should be listed above each milestone date and should be a date approximately two weeks prior to the milestone date. The POC for each task can use the check date to note how the accomplishment of the supporting task is developing. You can use the check date as you manage the accomplishment of each supporting task and the overall event.

7. Clarify the roles and relationships of each person involved in the accomplishment of the objective. This clarification should be done when you assign supporting tasks to each person and on a regular basis through in-process reviews (IPRs) and briefings with all who are involved in the accomplishment of the event.

8. Implement the action/control plan you have developed. This step will require you to lead and motivate the people performing the supporting tasks which have been assigned. You will need to ensure constant communication with each person during this step, and such "attention to detail" will help you better manage the entire process.

9. Evaluate the quality and timeliness of the support provided by each person in the overall accomplishment of the event, and use this information to write an after-action report on the event. This AAR will be very valuable as you --

a. Determine the overall success or value of the event.

b. Recognize certain individuals for the work they performed to accomplish the event.

c. Plan and organize a similar event sometime in the future.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Soldiers should be evaluated based on their ability to perform the tasks in accordance with the performance measures listed in this manual. Soldiers who miss any performance measure should be retrained and reevaluated.

**Evaluation Preparation:**

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Ensures the event supports the general objectives of the current Command Master Religious Program (CMRP).			
2. Posts event title, time, and location on the correct date of the CMRP calendar.			
3. Researches the events to determine what must be done to accomplish the event.			
4. Lists on the action/control plan the supporting tasks required to accomplish the event.			
5. Provides Support for UMT Sponsored Event			
6. Determines when each supporting task must be accomplished and list on the action control plan			
7. Calculates the milestone date for each supporting task			
8. Ensures the roles and relationships of the people involved in the event are clarified and understood.			
9. Briefs the chaplain on the proposed action/control plan that has been developed.			
10. Obtains the chaplain's approval or recommended changes to the action/control plan			
11. Implements the approved action/control plan.			
12. Identifies all actions requiring funding and funding approval.			
13. Gets the required funding approval.			
14. Prepares and submits the required funding paperwork. A DA Form 1756-R (Chaplains' Fund Purchase Order-Receiving Record) for a purchase using the chaplains' fund, or a DA Form 3953 for a purchase using appropriated funds, must be submitted to the proper f			
15. Evaluates the overall quality and timeliness of the support provided to accomplish the event			
16. Writes an AAR concerning the event			
17. Submits the AAR to the chaplain for review			
18. Files a copy of the AAR in the office files for future reference			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 165-1	Army Chaplain Corps Activities	Yes	No
	DA PAM 165-17	Chaplain Personnel Management	No	No
	DA PAM 165-18	Chaplaincy Resources Management	No	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

**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 :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
08-1-0248	Provide Comprehensive Religious Support to Patients and Unit Members	08 - Medical (Collective)	Approved
08-1-0248	Provide Comprehensive Religious Support to Patients and Unit Members	08 - Medical (Collective)	Superseded
08-1-0248(Step: 5.)	Provide Comprehensive Religious Support to Patients and Unit Members	08 - Medical (Collective)	Superseded

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
Battalion Chaplain Assistant Task List	Enlisted	MOS: 56M, Skill Level: SL1, Duty Pos: UDI