

DEPARTMENT OF THE _____
Unit
Installation or Base

ABCD-CH

07 April XXXX

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Soldier Readiness Issues/Programs

1. **Purpose.** To establish procedures and guidelines to assist the Unit Ministry Teams (UMTs) in the performance and in the execution of their responsibility to provide programs to the command through soldier readiness activities.

a. **Background:** (Name of Unit) enjoys a rich heritage of men and women who have served their country with honor and distinction. In that the ARMY stresses the importance of soldier readiness, programs will be developed that consider the importance of soldier development, ARMY CORE VALUES, and programs that enhance soldier and family readiness

b. **Intent:** Each of the UMTs will receive a block of materials that will assist them in developing instruction and or programs for soldier readiness, moral leadership, and enhancement of sermon preparation. UMTs will be asked to develop programs that will enrich not only soldiers but family members as well. These materials will be used to raise the awareness of all soldiers and will coincide with the ARMY's emphasis on readiness and the teaching of ARMY CORE VALUES.

2. **Scope.** This document applies to all UMTs assigned or attached to (Name of Unit). The success of programs developed by (Name of Unit) UMTs will be the results or recognized needs that start at the lowest level. UMTs will be primary proponents of soldier and family programs.

3. Definitions

- a. UMT – Unit Ministry Team: Consists of a Chaplain and Chaplain Assistant
- b. Army Core Values: The seven values that the Army places emphasis on for all soldiers – “LDRSHIP”, i.e., Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.

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c. Soldier readiness: A standard training focus to be fully prepared and deployable.

d. CMRP – Command Master Readiness Plan. Document that the (Name of Installation) Chaplaincy uses to forecast Chaplain Support Activities and funds need for programs.

e. AAR—After Action Review

4. **General.** Soldier readiness is a command responsibility and the chaplain as primary staff officer assists the command in helping soldiers and family members to meet this imperative. Programs developed for soldier readiness are not an end in themselves but a vehicle from which CORE issues such as moral leadership training, marriage enrichment, suicide prevention, spiritual Duty Days with God and reintegration training can occur.

5. **Responsibilities:** Each UMT will be responsible for developing programs that meet the need for soldier readiness in their commands. Chaplains as special staff to the Commander(s) have the responsibility to work closely with their staffs, their NCO's and their soldiers to successfully carry out the MISSION of their Command as reflected in their METLs.

6.. **Procedures:**

a. **UMTs.** Each UMT will develop programs that enhance soldier readiness and that take into account ARMY VALUES. Programs will be projected out for each quarter and will include a description of the program, a budget, and materials needed.

b. **CMRP.** Programs developed should follow budget and program guidelines from the Command Master Religious Plan.

c. **AAR.** An after-action report will be required at the end of each program that describes program initiated, participants, and information for future activities (see enclosure).

7. The effectiveness of this program will depend on the UMTs ability to plan, identify needs, and to execute programs

8. POC for this action is the undersigned at 2-XXXX.

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Name of Chaplain
Chaplain (Rank),
Unit

Encls

1. Materials for Program
2. After Action Review

DISTRIBUTION:

Chaplains (List Involved Chaplains)

Encl. 1 Materials for Programs

Moral Leadership

List materials that can be used in developing moral leadership activities

Family

Hidden Keys of a Loving Lasting Marriage – Gary Smalley

Gary Smalley – Video Series

Family Wellness Materials

Family Assistance Guidebook

Christian PREP

Presenter's Kit

PREP Video

Fighting for your Marriage

Soldier Development

Spiritual Crocodiles

Decision Making

Suicide Prevention Training

Slides

Brainstorm other materials that could be used to develop prevention readiness programs.

Encl. 2 Format AAR (After Action Review)

MEMORANDUM FOR

SUBJECT: After Action Review—Format

1. Purpose.
2. Participation.
3. Funding.
4. Chaplain Support.
5. Program/Publicity. See Enclosure
6. Evaluation.
7. Recommendation.

Encl

NAME
Chaplain (CPT) USA
Unit