

**CHAPLAIN ASSISTANTS (56) MISSION STATUS ROSTER
COMPLETION INSTRUCTIONS
As of 26 Apr 05**

The Chaplain Assistant Mission Status Roster is for **TRADOC personnel only**. Only TRADOC resources will be calculated in our statistics for mission requirements, administrative decision-making and resourcing. Do not include any personnel who are not 56Ms, United States Army Chaplain Center and School graduates or Special Duty personnel. Chaplain Assistant positions outside of TRADOC TDA will be coordinated with the respective Sergeant Major and the MACOM 56M personnel managers per their instructions.

The Mission status report will be sent through the Installation Suspense Manager. The Installation Suspense Manager will forward the report to the TRADOC Suspense Manager Kathy Nowinsky at nowinsk@monroe.army.mil. The subject line of your mail response for this report will include Month/Year 56M Status/Your Installation (example: 04/05 56M Status/Monroe). Do not use other titles for the subject.

This form will be completed using Arial and size 8 fonts

The Chaplain Assistant Mission Status Database is a TRADOC Chaplain standardized product. **Do not alter** the database in any way. The standard for this product's completion rate is 100% complete and 100% accuracy. Once submitted to TRADOC, changes to this form will be indicated on the heading portion only of the report. When you are changing the date on the header, go to view on the tool bar and hit the view/header to change any information in the header.

Recommendations for changes should be submitted to TRADOC Chaplain, ATTN: TRADOC Chaplain SGM. The Database will be completed as follows:

The Chaplain Assistant (56M) Mission Status Report will be completed as follows:

Header Portion:

- Fort Monroe
Chaplain Assistant (56M) Mission Status Report
As of 1 May 05 or (As of 1 May 05 – Change #1)

- #: Place numbers only on 56M positions. The total number will correspond to your current FISCAL year total TRADOC TDA personnel allocations.

-AKO EMAIL ADDRESS: AKO email should be forwarded to your local email address

-DSN/COML TELEPHONE: Provide your DSN and commercial telephone in the block

-REQUISITION NUMBER: If and when the soldier is in the 90 day window to PCS, ETS, retired, etc, a requisition must be done and the number will be put in the requisition column.

-NAME: Doe, John R

- a. Type "VACANT" in the NAME column when a position is not filled with a 56M.
- b. Fill in only the following columns when the position is vacant:
 - Authorized Grade
 - Unit
 - Mission: IET (M/IET)
 - Duty Title

Replacement if applicable

-AUTHORIZED GRADE BY TDA:

-RANK: SGM

-UIC: The unit UIC will be annotated in the this column.

- UNIT: HQ TRADOC

-TYPE OF TRAINING: Place Cadre, IET, AIT OR OSUT (one station unit training) in the field for units that have enlisted or officer Initial Entry Missions. Place an “M” in this field if the position is a “TRADOC Mission” position that is not IET.

-DUTY TITLE: Duty Position - i.e. Instructor; Funds Clerk- AF/NAF; Training/Mob/Ops NCO, Religious Activities NCO, Religious Activities CA; Family Life CA; Brigade UMT NCOIC; Group UMT NCOIC; Battalion CA, Drill Sergeant, Recruiter, Title X1, and 1SG.

-ARRIVAL DATE: (Month and Year) Feb 01. Do not include the date/day of the month.

-PCS DATE: (Month and Year) Sep 03. If the PCS and ETS date are the same, place that date in both fields.

-ETS DATE: (Month and Year) Dec 04 or INDEF. Do not include the date/day of the month.

-P/U LOSS:

P- Programmed Loss - A loss due to normal rotations or change of a soldiers administrative status that results in a PCS, ETS, or special assignments.

U- Unprogrammed Loss – A loss due to a change of status resulting in the premature loss of a Soldier. Unscheduled losses of Soldiers chaptered out of The Army for Administrative, Judicial, or Medical reasons are unprogrammed losses.

-REPLACEMENT: Rank, Name, Scheduled arrival date per the HRC Gains and Loss Roster. SGM Doe, John-Dec 04

-ASIST QUALIFIED: Placed either T2, T4 or no in this column

-SECURITY CLEARANCE: Placed either S, TS, ENTNAC or Submitted if paperwork submitted but no action taken by security personal yet in this column

-DEPLOYMENT/PRIORITY STATUS - Deployable or Non-deployable. Define any non-deployable status i.e., chapter (specify the type of chapter. i.e. Chapter 13), UCMJ action, pregnant, profile-permanent or temporary, pcs/ets, school. If deployed specify the tasking and number. For E-5 and above, place a priority number and E-4 and below, place a priority number next to deployable. Note the following examples.

DEPLOYMENT STATUS.

Skill Level 2-5

D1

D2

Task#JY-8966

Skill Level 1

D1

D2
D Chap 5 Pending
Non Pregnant
Non Chap 78

PARA/LIN #: Paragraph and line number can be found on the TDA which you can obtain from your S1 or manpower office.

Two lines below the last TRADOC Chaplain Assistant but the Installation Chaplain Assistant NCOs name, AKO address, DSN and commercial phone numbers.

Rename the sheet name from Sheet 1 to the installation you are on, i.e. "Monroe". (put cursor on sheet1, right mouse click, choose rename, type in your installations name, hit return).

When you save the Mission Status Report, it must be saved as year/month/56M Status/Installation. This will make it easy to import the document into the master report.

Reports are due to TRADOC Chaplain on the first working day of the month.