

Army Regulation 165-1

Religious Activities

Army Chaplain Corps Activities

**Headquarters
Department of the Army
Washington, DC
23 June 2015**

UNCLASSIFIED

SUMMARY of CHANGE

AR 165-1

Army Chaplain Corps Activities

This major revision, dated 23 June 2015--

- o Clarifies rating schemes for Senior Chaplain Corps leaders and responsibilities of the Commandant, U.S. Army Chaplain Center and School (paras 1-9r(1), 1-9r(2)(h), 1-9r(3)(i), 1-9r(4), 1-9r(5)).
- o Redefines responsibilities of Senior Chaplain and Garrison Chaplain and removes sections on Senior Army Chaplain and Mission Unit Chaplain (paras 1-9r(6), 1-9r(7)).
- o Adds Unit Ministry Team response to mass casualty as role and responsibility (paras 1-9p, 3-3b(11)).
- o Specifies accountability requirements for those working with children (paras 2-1g, 5-2j, 5-2k, 5-3c(4), 5-4c(4), 5-5b(9), 5-6e, 5-6h, 5-7a(1), 5-7d, 16-2l, 16-3g, table 5-1).
- o Clarifies roles and responsibilities of chaplains and religious affairs specialists (chaps 3, 4).
- o Changes the title of "distinctive faith group leader" to "distinctive religious group leader" and updates guidance on distinctive religious group leaders (para 5-5).
- o Eliminates the Staff Specialist Branch (area of concentration 00A56), adds area of concentration 56X to the Chaplain Branch to designate chaplain candidates, and adds other updates to Chaplain Candidate Program management (chap 7).
- o Eliminates references to Chaplain Area Sustainment Training, Strategic Leadership Development Training, and the Executive Leadership Council (formerly chap 9).
- o Provides updated guidance and language for Chaplain Corps mobilization and readiness (chap 10).
- o Updates policies for Chaplain Corps communications, knowledge management, and information systems (chap 11).
- o Updates resource management policies (chaps 13, 14, 15).
- o Rearranges confidential and privileged communications headings and subparagraphs for clarity (chap 16).
- o Provides information on the Family Ministries Pastoral Skills Specialists and includes a new section on supervision (paras 16-3d(2), 16-3f).

- o Renames 56M military occupational specialty from "chaplain assistant" to "religious affairs specialist" (throughout).
- o Provides updates and changes to Reserve Component issues, titles, and responsibilities (throughout).

Effective 23 July 2015

Religious Activities

Army Chaplain Corps Activities

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:



GERALD B. O'KEEFE
Administrative Assistant to the
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History. This publication is a major revision.

Summary. This regulation prescribes policies on Total Army religious support activities, religious ministries, chaplain and religious affairs specialist personnel, chaplain recruitment, the Chaplain Candidate Program, policy development, mobilization and readiness, training, moral leadership, management of information, logistics, and resources.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent for this regulation is the Chief of Chaplains. The proponent has the

authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions and identifies key internal controls that must be evaluated (see apps C and D).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Office, Chief of Chaplains (DACH–Operations), 2700 Army Pentagon, Washington, DC 20310–2700.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office, Chief

of Chaplains (DACH–Operations), 2700 Army Pentagon, Washington, DC 20310–2700.

Committee management. AR 15–1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the U.S. Army Resources and Programs Agency, Department of the Army Committee Management Office (AARP–ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527. Further, if it is determined that an established “group” identified within this regulation, later takes on the characteristics of a committee, as found in the AR 15–1, then the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.

Distribution. This publication is available in electronic media only and intended for command levels B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

Chapter 1 Introduction

Section I General

1–1. Purpose

This regulation establishes the policies, duties, and responsibilities of the U.S. Army Chaplain Corps in meeting the Army's religious and moral requirements in support of Title 10, United States Code (USC) (10 USC), Department of Defense directives (DODDs), and Department of Defense instructions (DODIs), and Chief of Chaplains (CCH) requirements. The Army Chaplain Corps consists of all military and Department of the Army (DA) Civilian religious support professionals.

1–2. References

See appendix A.

1–3. Explanation of abbreviations and terms

See glossary.

1–4. Responsibilities

Responsibilities are listed in section II of chapter 1.

1–5. Establishment of the Army Chaplain Corps and/or historical

a. The Continental Congress established chaplains as an integral part of the Army of the United States on 29 July 1775. Chaplains have served in significant numbers from the earliest battles of the American War of Independence to the present. From the beginning, the Army has turned to chaplains in order to Nurture the Living, Care for the Wounded and Honor the Fallen.

b. The Chaplain Corps itself is a product of the nation's commitment to religious freedom and its recognition that religion plays an integral role in the lives of many of its Soldiers. Chaplains have contributed to Soldiers' religious freedom, moral development, and spiritual well-being throughout the history of the Army. Army chaplains represent many religious traditions present within the pluralistic religious culture of the United States. In many nations of the world, religious beliefs influence perceptions of power, diplomacy, law, and social customs. Throughout the Army's history, chaplains have advised commanders on the impact of religion both within their own ranks and within the larger operational environment.

1–6. The Chaplain Corps and the U.S. Constitution

a. The First Amendment to the U.S. Constitution prohibits enactment of any law "respecting an establishment of religion" or "prohibiting the free exercise thereof." Congress recognizes the necessity of the Chaplain Corps in striking a balance between the Establishment and Free Exercise Clauses.

b. In the pluralistic religious setting of the military, the Chaplain Corps performs or provides religious support for all Soldiers, Family members, and authorized Department of Defense (DOD) Civilians from all religious traditions. Chaplains cooperate with each other, without compromising their religious tradition or ecclesiastical endorsement requirements, to ensure the most comprehensive religious support opportunities possible within the unique military environment.

c. Soldiers, Family members, and authorized DOD Civilians are entitled to religious support. Chaplains advise the command on all matters pertaining to the free exercise of religion and assist the commander in providing for the accommodation of religious practices.

1–7. The Chaplain Corps and public law

a. 10 USC 3073, 10 USC 3547, and 10 USC 3581, establish the position of chaplain in the Army and, together with regulations promulgated by the Secretary of the Army, prescribe the duties of that position. This statutory authority requires commanders to furnish facilities and transportation for chaplains to perform their duty.

b. Public law requires chaplains to conduct religious services and burial services for personnel of their assigned commands (see 10 USC 3547).

c. The duties of chaplains beyond those specifically mandated by statute are derived duties, assigned by the Army, with extensive historical and legal precedent. They are described throughout this regulation.

d. General Order No. 253, issued by the War Department, Washington, DC, dated 28 December 1909, established the position of an enlisted Soldier for the purpose of assisting the chaplain in the performance of their official duties.

1–8. Policy development

a. *Establishment of policy.*

- (1) The CCH develops and implements policy for the Army Chaplain Corps.
- (2) Recommendations for policy changes are submitted through staff channels to the Director, Department of Army Chaplain-Chief of Chaplains (DACH)-Operations for final approval by the CCH.

b. Review of publications.

(1) Drafts of surveys, studies, or other documents that represent, or may be construed to represent the position, or policy of the Army Chaplain Corps will be forwarded to the Director, DACH-Operations, for review before publication.

(2) The Director, DACH-Operations, is responsible for reviewing regulations and draft regulations for the CCH.

Section II

Responsibilities (additional responsibilities in chapters 6 and 9)

1-9. Chief of Chaplains

The CCH provides leadership to the Chaplain Corps and exercises technical supervision over chaplains, religious affairs specialists, directors of religious education (DREs), religious activities, and religious support operations throughout the Army (see app B). The CCH will—

- a.* Advise the Secretary of the Army and the Chief of Staff of the Army.
- b.* Develop and implement policy for the Army Chaplain Corps.
- c.* Serve as Chaplain Branch Proponent, and exercises Headquarters, Department of the Army (HQDA) responsibility for the Chaplain Corps and direct Armywide religious support to Soldiers, Family members, and authorized personnel (see Army Regulation (AR) 5-22 and AR 600-3). The CCH will—
 - (1) Approve all Active Component (AC) chaplain assignments, including release from active duty, and exercise personnel management authority for the Chaplain Corps and religious education specialists.
 - (2) Direct and supervise all aspects of recruiting and accessioning qualified religious professionals from religious organizations (ROs) (see DODD 1304.19), and establish career development life cycle.
 - (3) Provide guidance to the Chief, National Guard Bureau for Army National Guard (ARNG) chaplain and religious affairs specialist personnel requirements.
 - (4) Establish plans and programs for the Army Chaplain Corps.
 - (5) Establish and maintain strategic-level leader development venues, working groups, and councils.
 - (6) Exercise HQDA responsibility for Army moral leadership training (MLT) (see AR 350-1).
 - (7) Determine all religious support requirements relative to doctrine, organization, training, materiel, leader development and education, personnel, and facilities.
- d.* Direct the professional training and development of chaplains, religious affairs specialists, and selected DOD Civilians and serve as the proponent for the U.S. Army Chaplain Center and School (USACHCS). To train and develop leaders, the CCH—
 - (1) Ensures publishing the CCH's training and leader development guidance (TLDG).
 - (2) Establishes chaplain career training objectives.
 - (3) Provides professional training for chaplains, religious affairs specialists, chaplain candidates, and DREs.
 - (4) Synchronizes chaplain training across the Chaplain Corps.
 - (5) Manages, through DACH-Operations, the Train the Force Committee.
- e.* Provide supervisory oversight for all chaplain logistic support, supply, equipment, and religious facilities; recommend the design, construction, and decommissioning of religious facilities and support structures.
- f.* Direct and supervise all aspects of the Chaplain Corps Automated Religious Support System (CCARSS).
- g.* Direct and supervise all aspects of the chapel tithes and offerings fund (CTOF) in the Army.
- h.* Serve as the Senior Chaplain (SrCH) authority for the Army to the DOD, the Joint Staff, the Army Staff, Army commands (ACOMs) (all components), and other governmental agencies on all matters regarding the Army Chaplain Corps.
- i.* Coordinate with ecclesiastical endorsing agencies, leaders of ROs, and chaplain services of other nations regarding the Army Chaplain Corps.
- j.* Develop opportunities to provide responsive religious support in a joint, interagency, intergovernmental, and multinational (JIIM) environment.
- k.* Represent the DA on the Armed Forces Chaplains Board (AFCB) (see DODI 5120.08).
- l.* Establish metrics for evaluating Army religious programs (see AR 5-18).
- m.* Provide policies and management for the budgeting and resourcing of religious support in the Army.
- n.* Direct Chaplain Corps support and assistance in suicide prevention/intervention training, sexual assault and prevention programs, and resilience programs in accordance with established Army policies and procedures.

o. Develop policy and guidance for the Chaplain Corps regarding military operations, contingencies, and Mobilization, Deployment, Redeployment, and Demobilization. Coordinate the mobilization, management, training and readiness of Reserve Component (RC) (ARNG and U.S. Army Reserve (USAR)) chaplains and religious affairs specialists.

p. Ensure the Chaplain Corps is responsive to mass casualty (MASCAL) needs in accordance with HQDA MASCAL Response Plan (Incident Management).

q. Additional duties are listed in paragraphs 5–2, 6–2, 6–13, 8–1, 8–8, 9–4, 9–6, 9–9, 10–3, 10–4, 12–2, 12–4, 15–1, and 16–6.

r. Other Chaplain Corps leadership:

(1) *Deputy Chief of Chaplains*. The Deputy Chief of Chaplains (DCCH) serves as the chief strategist for the Chaplain Corps and senior coordinating general officer for actions assigned to Assistant Chiefs of Chaplains (RC) and the USACHCS. As directed by the CCH, serves as the intermediate rater for senior-level active duty chaplains. The DCCH—

(a) Coordinates chaplain recruitment for the Total Army.

(b) Facilitates the coordination of chaplain activities during consequence management and defense support to civil authority (DSCA).

(c) Exercises oversight, as directed by the CCH, over USACHCS and its Center with three directorates: Capability Development Integration Directorate (CDID), Religious Leadership/Internal Advise ment Directorate, and Religion Culture Advise ment Directorate; and Family Life Chaplain (FLC) Training Centers.

(d) Chairs senior advisory committees as directed by the CCH.

(e) Performs other duties as assigned by the CCH.

(f) Additional duties are listed in paragraph 6–13.

(2) *Assistant Chief of Chaplains for the Army Reserve*. The ACCH–AR serves as the general officer coordinator on all matters of USAR Chaplaincy for the CCH. The ACCH–AR communicates Chief, Army Reserve (CAR) command information and issues to the CCH and coordinates and communicates CCH priorities with the CAR and USAR subordinate commands. The ACCH–AR—

(a) Supports CCH’s TLDG and published CCH’s training plans and products.

(b) Supports and implements the strategic guidance and plans for the Chaplain Corps with the USAR.

(c) Coordinates and reviews USAR Unit Ministry Team (UMT) force structure in the U.S. Army Reserve Command (USARC), 9th Mission Support Command, U.S. Army Pacific Command, 7th Civil Support Command and U.S. Army Europe for the CCH. Assists with USAR force projection requirements and mobilization strategy for the CCH.

(d) Facilitates the USAR Chaplain recruiting program in accordance with the DCCH and CAR goals and objectives.

(e) Facilitates chaplain support in the USAR for the Deployment Cycle Support (DCS) Program.

(f) Serves as Chairman of the USAR Mandatory Removal Date Extension Panel and participates in CCH leadership forums, councils, and working groups.

(g) Serves as Senior Army Proponent Advisor, reviews and approves all colonel Active Guard Reserve (AGR) moves. Creates a selection panel for chaplains filling the two most critical CH AGR positions: Director, DACH–RCs Integration and USARC Command Chaplain. Additionally, serves on the selection panel for chaplains filling USAR Command Chaplain vacancies.

(h) As directed by the CCH, serves as intermediate rater for USAR senior-level chaplains.

(i) Performs other duties as prescribed or directed by the CCH and the CAR.

(3) *Assistant Chief of Chaplains for the Army National Guard*. The ACCH–ARNG serves as the general officer coordinator on all matters pertaining to ARNG chaplains and religious affairs specialists for the CCH. The ACCH–ARNG communicates ARNG command information and issues to the CCH and communicates CCH priorities with the Director, Army National Guard (DARNG), ARNG Staff Chaplain and Joint Forces Headquarters (JFHQ) senior-level chaplains and religious affairs specialists. The ACCH–ARNG—

(a) Provides input into the development of the Army Chaplain Corps Strategic Plan.

(b) Facilitates the distribution of CCH training strategy, policies and guidance.

(c) Assesses training and readiness of JFHQ senior-level chaplains, religious affairs specialists and subordinates, on behalf of the CCH.

(d) Provides strength management assessment for the ARNG and provides the CCH with force projection requirements and mobilization strategy, with the assistance of the ARNG Staff Chaplain.

(e) Ensures all JFHQ senior-level chaplains and religious affairs specialists are properly trained for Homeland Security operational leadership, on behalf of the Office of the Chief of Chaplains (OCCH).

1. Ensures all JFHQ senior-level chaplains and religious affairs specialists are fully trained in U.S. Northern Command DSCA 1 and 2 and Federal Emergency Management Agency 700–800 series courses.

2. Ensures all JFHQ senior-level chaplains and religious affairs specialists have developed a religious support plan, along with appendix, for State and/or territory domestic operations exercise support operations order.

3. Ensures that all JFHQ senior-level chaplains and religious affairs specialists have developed and are executing a

Soldier and leader engagement plan that liaises with major religious leaders and voluntary organizations active in disaster in their State and/or territory.

(f) Serves as the CCH's liaison to the State and/or territory civil-military programs designed to sustain ARNG Families.

(g) Provides input into the ARNG chaplain recruiting program in accordance with CCH guidance.

(h) Provides regular reports to CCH based on installation status reports regarding ARNG chapels.

(i) As directed by the CCH, serves as intermediate rater for ARNG senior-level chaplains.

(j) Performs special duties and projects as directed by the CCH.

(4) *Chaplain Corps Regimental Sergeant Major*. The Chaplain Corps Regimental Sergeant Major serves as the senior enlisted advisor to the CCH for religious affairs specialist training, assignment, functions, and proponent requirements. This is a nominative DA staff principal level position and is rated by the CCH. The Chaplain Corps Regimental Sergeant Major—

(a) Coordinates enlisted actions across the Army Staff and conducts liaison with the Sergeant Major of the Army and other senior DA noncommissioned officers (NCOs).

(b) Serves as liaison with senior enlisted advisors to the Navy and Air Force Offices of Chief of Chaplains.

(c) Develops the assignment slate of master sergeant and/or sergeant major 56M assignments.

(d) Serves as CCH Liaison to Human Resources Command (HRC) for religious affairs specialist issues and/or actions.

(e) Represents and serves as a Senior Advisor Group member AFCB (see DODI 5120.08).

(5) *Commandant, U.S. Army Chaplain Center and School*. The Commandant controls and coordinates all aspects of the Chaplain Corps school, serves as the lead agent for the CCH in supervision of the Chaplain Corps center with its three directorates (CDID, Religious Leadership/Internal Advisement Directorate, and Religion Culture Advisement Directorate) and the U.S. Army Chaplain Museum; and serves as the USACHCS representative for proponency matters to Training and Doctrine Command (TRADOC) for the Chaplain Corps (see AR 5-22). The Commandant will—

(a) Develop and coordinate doctrine, organization, training, materiel, leader development and education, personnel, and facilities requirements with U.S. Army TRADOC for the CCH, in coordination with CDID.

(b) Direct all aspects of chaplain and religious affairs specialist professional development education.

(c) Develop and execute training and leader development in support of the CCH's TLDG.

(d) Operate the scheduling and quota management system for all training at USACHCS.

(e) Analyze, design, implement, and evaluate individual and collective professional training and training material for chaplains, religious affairs specialists, and chaplain candidates.

(f) Maintain the publication list for the Self-Improvement Reading Program.

(g) Supervise and coordinate aspects of the Chaplain Corps professional journal and any other official Chaplain Corps publications and communications.

(h) Manage requirements, authorizations, justifications, and standards of grade for military occupational specialty (MOS) 56M, religious affairs specialist, in coordination with 56M proponency.

(i) Recommend table of organization and equipment (TOE) force structure changes to meet the needs of the future force and supervise all aspects of combat development for the CCH, in coordination with CDID.

(j) Resource and manage post-Chaplain Basic Officer Leadership Course (CHBOLC) reinforcement training, functional courses and distance learning (DL) professional military education (PME).

(k) Provide training support materials and guidance, on request, through appropriate channels, to promote standardized mission training.

(l) Additional duties are listed in paragraphs 7-2 and 10-4.

(6) *Senior Chaplain*.

(a) As needed, the CCH will designate senior-level chaplains to function across the lines of command, organization, and assignment for the purposes of providing CCH-specified leadership and oversight for all Chaplain Corps personnel at a specific installation or within an area of responsibility. The Chaplain Corps as a Special Branch, and a profession within The Army Profession, has technical knowledge, practice, and credentialing that requires management through its technical chain of supervision. The designated SrCH will execute leadership responsibilities through the technical chain and in accordance with the Army Leader Development strategy and the Chaplain Corps leader development programs.

(b) The CCH will designate SrCHs on the basis of several factors: rank, seniority, assigned unit, scope of responsibilities, and relationship to the senior commander (SC). The SrCH may be a Garrison or senior-level chaplain and may be component specific. Unless otherwise stated, the SrCH will serve as the principal and accountable leader responsive to the CCH for:

1. Providing communication and leadership in the case of significant events, emergencies and crises.

2. Ensuring UMT support for garrison religious support operations, training and/or special programs.

3. Facilitating collaborative chaplain relationships.

4. Providing the SC and the CCH with information, assessment and advisement on religious support for the installation or designated area of responsibility.

(c) The SrCH will perform additional duties listed in paragraphs 8–10, 15–4, and 16–3.

(7) *Garrison Chaplain*. Unless otherwise designated by the CCH, the Garrison Chaplain is responsible to perform the following functions:

(a) Serve as principal advisor to the Garrison Commander for religious support as planned, coordinated, and provided through an approved and executed command master religious plan (CMRP).

(b) Allocate resources, to include UMTs, for religious support contingencies on the installation, considering mission requirements affecting availability (such as, redeployment reset), by managing duty rosters, schedules and coverage plans to meet the requirements for the Garrison religious program.

(c) Develop and provide a coordinated effort that best addresses the religious diversity of the Soldiers and Families assigned to units and organizations as an installation with supervision of chapel programs and integrating UMTs from tenant organizations.

(d) Facilitate Chaplain Corps-specific training, providing a venue for all Chaplain Corps personnel within their footprint, regardless of unit assignment. Coordinate with or as the SrCH to ensure training management and plans are synchronized across the UMTs at an installation.

(e) Participate in the Community Health Promotion Council, as the deliberative body to provide consolidated assessments and advisement to the SC on programs which provide services to Soldiers and Families on an installation.

(f) Perform additional duties listed in paragraphs 5–2, 5–6, 6–11, 10–4, 12–2, 12–3, 12–7, 13–3, 14–2, 15–4, 15–7, 15–9, 15–13, 15–17, and 16–3.

1–10. All commanders at Army command, Army service component command, and direct reporting unit level and below

The religious program for the Army is the commander's program. Commanders establish and maintain a climate of high moral and ethical standards. Commanders will—

a. Provide equitable support for religious, moral, and ethical activities of all personnel in their commands.

b. Provide opportunity, time, and facilities for the free exercise of religion in accordance with law, regulations, and mission requirements.

c. Accommodate special religious practices of personnel in their commands, consistent with DODI 1300.17 and AR 600–20.

d. Facilitate chaplain availability to support commands or organizations without assigned chaplains (see chap 3).

e. Approve and resource the chaplain-led training plan.

f. Provide chaplains, religious affairs specialists, and religious education personnel with resources required for performing the religious support mission to include personnel, training, facilities, transportation, equipment, and supplies (10 USC 1789 and 10 USC 3547).

g. Act as the approval authority for use of Government chapel facilities for non-Federal entity purposes (see AR 210–22).

h. Support training for religious support, upon approving their chaplain-led training plan.

i. Support chaplain-led programs that build and maintain individual and Family readiness, resilience, and moral well-being (10 USC 1789) (see chaps 9 and 16).

j. Submit to the CCH for certification all religious support personnel force structure initiatives pertaining to the modified table of organization and equipment (MTOE) or table of distribution and allowances (TDA) documents for their command (see AR 5–22).

k. Additional duties are listed in paragraphs 2–1, 3–4, 4–3, 8–6, 12–1, 12–2, 12–3, 12–6, 13–1, 14–1, 14–3, and 15–4.

Chapter 2 Religious Support in the Army

2–1. General

a. Commanders provide for the free exercise of religion through assigned chaplains, religious affairs specialists, and other religious support personnel (see chap 5).

b. Commanders at battalion level and higher will have assigned chaplains and religious affairs specialists to perform or provide religious support within those organizations and advise the command.

c. Commanders will deploy their chaplains and religious affairs specialists with their assigned units.

d. Participation in religious activities is voluntary. However, personnel may be required to provide administrative and operational support before, during, or after religious support events.

e. The chaplain advises the commander on religious accommodation. Soldiers may request religious accommodation in accordance with AR 600–20. Commanders are the approving authority for religious accommodation requests that do not require a waiver of Army regulation (see DODI 1300.17 and AR 600–20).

f. Religious support activities using Government facilities are a primary entitlement for Soldiers, their Family members, DOD Civilians, and other authorized personnel. Access to or use of these facilities is subject to law, local command approval, and CMRP priorities. While certain activities may be open to the public, attendance at such activities does not lead to any claim on further pastoral ministry or coverage for unauthorized personnel.

g. Religious support professionals and volunteers whose duties require working with children will complete all background checks and training necessary in order to be approved to work with children in accordance with DOD and Army policy.

h. When working in a JIIM environment or where contractors are present, consult with command, legal, and religious support leadership to determine the appropriate scope of religious support.

2–2. Chaplain sections and Unit Ministry Teams

a. Chaplain sections and UMTs consist of at least one chaplain and one religious affairs specialist, based on organizational requirements. Army chaplains and religious affairs specialists form a UMT at brigade-level and below, and chaplain section at echelons above brigade and at garrisons and/or installations. The chaplain section or UMT is identified according to an MTOE or TDA in an Army force.

b. Chaplains and religious affairs specialists are core and essential manpower at every echelon of the force and are assigned to all units at battalion-level and higher, although some smaller units also have requirements for assigned religious support. Chaplain and religious affairs specialist positions are inherently Governmental-military, in both MTOE and TDA units. Their positions may not be civilianized or contracted because all chaplains and religious affairs specialists are subject to deployment to the combat environment. Because of their deployable status it is imperative that chaplains be able to provide pluralistic religious care and leadership advisement that cannot be required of a civilian clergy member. Furthermore, in addition to facilitating these functions of the chaplain, the combatant function of a religious affairs specialist cannot be required of Civilian personnel.

c. Chaplain sections and UMTs are organized to respond to the religious and moral needs of Soldiers, their Families, and other authorized personnel.

d. The responsive nature of religious support may require interdependent, dependent, and independent functions across commands. Religious affairs specialists may be required to perform certain mission functions independent of the chaplain’s direct supervision. This is especially true when the chaplain and religious affairs specialist optimize separate skills to best accomplish the delivery of religious support. The chaplain determines UMT priority of effort and decides when simultaneous, independent operations are necessary as an exception.

e. All chaplains and religious affairs specialists will actively support the Garrison Chaplain’s religious support responsibilities unless inhibited by their organizational mission.

f. All chaplains and religious affairs specialists will remember that they represent their nation, the Army and the Chaplain Corps. They are therefore charged to uphold the highest professional, moral, and ethical standards at all times as they model the Army Profession and Ethic.

2–3. Religious support capabilities and core competencies

a. The Army Chaplain Corps is organized to provide responsive religious support at all levels across the full range of Army operations. Religious support includes providing essential elements of religion to include worship, religious rites, sacraments and ordinances, holy days and observances, pastoral care and counseling, and religious education.

b. The Army requires the capability to provide religious support and the capability to advise commanders on the impact of religion. These two required capabilities reflect the dual role of the Chaplain Corps: professional military religious leader and professional military religious staff advisor (see Field Manual (FM) 1–05).

(1) As a professional military religious leader, the chaplain must have the capability to perform or provide religious support that accommodates the Soldier’s right to the free exercise of religion, and support resilience efforts to sustain Soldiers, Family members, and authorized Civilians.

(2) As the professional military religious staff advisor, the chaplain advises the commander and staff on morals, morale, ethical issues, and the impact of religion on all aspects of military operations.

c. Competencies provide a clear and consistent way of conveying expectations for Army leaders. Within the two required capabilities, the Chaplain Corps uses three core competencies, Nurture the Living, Care for the Wounded and Honor the Fallen, to provide the fundamental focus and direction in executing the Corps mission.

d. Chaplains and religious affairs specialists must remain proficient in identified skills to perform critical tasks associated with their level, career progression, unit mission-essential task list (METL), and position responsibilities. Those tasks and skills are determined by USACHCS within TRADOC for the Chaplain Corps as a Special Branch. The training, evaluation, and assessment of both individual and collective proficiency may be conducted by USACHCS, specified observer-trainers, UMTs from higher headquarters, or other designated individuals. Individual and collective tasks will change and remain adaptive to the diverse mission requirements and different environments that UMTs may

be required to operate within and to perform their primary mission of providing religious support, or specialized missions as directed. The Chaplain Corps remains committed to developing adaptive and creative leaders capable of performing in the JIIM environment. For more information regarding chaplain and religious affairs specialist training see chapter 9.

Chapter 3

Status, Roles, and Responsibilities of Chaplains

3–1. Professional status

a. Professional qualifications. The chaplain is a religious professional whose educational qualifications and certification by an RO meet the appointment requirements of DODI 1304.28. Endorsement is the official formal statement by a recognized authority of a RO attesting to the credentials of an individual as a qualified religious ministry professional (see DODI 1304.28, E2.1.5). Endorsing agents represent various religious groups and each supports the pluralistic requirements of the Army without relinquishing their respective religious demands. Chaplains will inform the command when they are unable to perform (or provide) religious support because of their endorsement.

b. Dual functionality. Army chaplains have two primary roles: professional military religious leader and professional military religious staff advisor. Their duties are prescribed by law, DOD policy, ARs, religious requirements, and Army mission.

c. Chaplain accountability. Each chaplain also remains accountable to his or her assigned chain of command and the chaplain technical channels up through the CCH. Chaplains continually balance their responsibilities in both areas and are expected to avoid placing the technical channel in conflict with the chain of command. Commanders are expected to support the technical channel accountability. Chaplains will uphold requirements of their endorsing religious group. In some instances, this may restrict chaplain participation in a command or religious support event, but it does not relieve the chaplain from providing for adequate religious support to accomplish the mission.

d. Areas of responsibility. Chaplains have roles and responsibilities beyond their unit of assignment. Chaplains are responsible for unit, area, and distinctive religious group religious support. Operational orders will document recurring coverage responsibilities of chaplain duties beyond their assigned unit. Priority of support is normally to the unit, then the area, and then distinctive religious groups:

(1) *Units, commands, and/or organizations religious support.* Command-directed religious support delivered to assigned units, commands, and/or organizations.

(2) *Area religious support.* Command-directed religious support delivered to units without assigned chaplains. This also includes coordinated RS across the garrison or in deployed areas.

(3) *Distinctive religious group religious support.* Religious group-specific religious support is given to authorized personnel for the exercise of precise requirements of denominations or religions. Personnel and mission constraints determine the availability of distinctive religious group support. Distinctive religious group support is often provided on an area basis and augmented by distinctive religious group leaders (DRGLs) (see chap 5).

e. Rank without command. A chaplain has rank without command. Chaplains exercise general military authority to perform functions of operational supervision and control (see 10 USC 3581 and AR 600–20).

f. Noncombatant. Chaplains will not bear arms in combat or in unit combat skills training. Chaplains function as protected personnel under the Geneva Convention and are noncombatants as a matter of Army policy (see FM 27–10). Chaplain activities in religious support operations will not compromise the noncombatant status.

g. Title. The proper title for a chaplain is “chaplain” regardless of military rank or professional title. When addressed in writing, the chaplain’s rank will be indicated in parentheses, for example, CH (CPT) (see AR 25–50 and AR 600–20).

h. Technical supervision. Chaplains provide technical supervision to and serve in the rating chain of subordinate chaplains and religious affairs specialists (see AR 623–3).

3–2. Chaplain as professional military religious leader

a. General. All Chaplains provide for the nurture and practice of religious beliefs, traditions, and customs in a pluralistic environment to strengthen the religious lives of Soldiers and their Families. Chaplains conduct the religious programs and activities for the command and provide professional advice, counsel, and instruction on religious, moral, and ethical issues.

b. Roles and responsibilities include, but are not limited to the following:

(1) Chaplains are required by law to hold religious services for members of the command to which they are assigned, when practicable. Chaplains provide for religious support, pastoral care, and the moral and spiritual well-being of the command (see 10 USC 3547).

(2) Chaplains will conduct or assist in arranging for burial services at the interring of members of the military service, retired military personnel, and other personnel as authorized by DOD policy, ARs, and applicable law.

(3) Chaplains will minister to the personnel of their unit and/or facilitate the free-exercise rights of all personnel, regardless of religious affiliation of either the chaplain or the unit member.

(4) Chaplains will perform their professional military religious leader ministrations in accordance with the tenets or religious requirements of the RO that certifies and endorses them (see DODD 1304.19).

(5) Chaplains will not be required to perform a religious role (such as offering a prayer, reading, dedication, or blessing) in worship services, command ceremonies, or other events, if doing so would be in variance with the tenets or practices of their religion. Chaplains will coordinate to provide for required ministrations which they cannot personally perform. Chaplains may participate in marriage preparations and ceremonies in keeping with individual conscience and distinctive religious requirements. Chaplains may perform marriage ceremonies for authorized personnel upon request and in accordance with the laws of the State where the marriage is to take place. Chaplains may perform marriage ceremonies for DOD military personnel overseas in compliance with all applicable civil law requirements of the host nations, ARs, and any other military command directives.

(6) Chaplains will provide religious support for authorized personnel confined in military, Civilian, or foreign confinement facilities (see AR 190-47).

(7) Chaplains will conduct Soldier leader engagement (SLE), religious analysis, and produce religious support products for all plans and orders as directed by the command.

(8) Chaplains will ensure management of ecclesiastical and administrative supplies, chapel furnishings, facilities, and other resources to support the CMRP.

(9) Chaplains will manage the establishment and operation of chaplain advisory councils and other staff, parish development programs, and chapel volunteer training.

(10) Chaplains will manage training of chaplains and religious affairs specialists.

(11) Chaplains will support the CCH Recruitment Program.

3-3. Chaplain as professional military religious advisor

a. General.

(1) Chaplains may serve on the special or personal staff of a commander. Chaplains advise the commander and staff on matters of religion, morals, and morale.

(2) Chaplains, in performing their duties, are expected to speak with candor as an advocate to confront and support resolution to challenges and issues of the command.

b. Roles and responsibilities include advisement in the following areas, but not limited to the following:

(1) The religious needs of assigned personnel.

(2) The spiritual, ethical, and moral well-being of the command.

(3) The personal impact of command policies, leadership practices, and management systems.

(4) Plans or programs for advancing Army values and Soldier or Family resilience.

(5) Religious support operational plans.

(6) Construction, renovation, and maintenance of religious facilities.

(7) Ethical, moral, and humanitarian implications of operational decisions.

(8) Analysis of the impacts of indigenous religions on military operations.

(9) Use of chapels and equipment (common tables of allowances (CTA) 50-909).

(10) Recommendation of TOE, MTOE, and TDA religious support adjustments.

(11) UMT MASCAL response.

(12) The UMT's role in response to and prevention of challenges to unit cohesion, morale, and Soldier resilience as affected by religion, such as suicide; sexual assault, harassment, and/or abuse; domestic violence; and substance abuse.

c. Chaplain professional and technical communication. Chaplains will communicate on professional matters through technical supervisory channels. Chaplains will solve problems and resolve issues at the lowest possible echelon.

3-4. Duty considerations

a. Chaplains' and religious affairs specialists' primary duties involve religious support.

b. Commanders will not—

(1) Detail a chaplain as an exchange, athletic, recreation, drug or alcohol, suicide prevention program manager, graves registration, welfare, morale, unit victim advocate (UVA), sexual assault response coordinator (SARC), dining facility, personal affairs, information, education, human relations, equal opportunity, casualty notification officer, prisoner escort, safety, survivor assistance, or civil affairs officer. However, in the event of the death of a chaplain, a chaplain(s) will be appointed to assist summary court officers in review of confidential records and personal effects when next of kin is present.

(2) Assign a chaplain as military judge, trial counsel, defense counsel, financial liability investigating officer, investigating officer, or member, or advisor to investigative boards of officers. Chaplains may be required, however, to conduct inquiries into chaplain-related activities or incidents.

- (3) Require a chaplain to serve in a capacity that may require the revelation of privileged or sensitive information incidental to such a service in accordance with chaplain confidentiality policy (see para 16–2).
- (4) Require a chaplain to reveal any privileged or confidential communication in accordance with chaplain confidentiality policy (see para 16–2).
- (5) Require chaplains to participate in any activity that violates their non-combatant status.
- (6) Require a chaplain to assume command.

3–5. Religious services, rites, sacraments, ordinances, and religious ministrations

a. Chaplain uniforms. When conducting or participating in religious services, a chaplain may wear the military uniform, vestments, or other appropriate attire established by an RO's law or practice. The chaplain's scarf, stole, or tallit or similar religious leadership accoutrements may be worn with the uniform. Chaplain ceremonial stoles are authorized for wear with Army Service Uniform in conducting either religious services or military ceremonies.

b. Chaplain-led religious services. Chaplains are authorized to conduct religious services, rites, sacraments, ordinances, and other religious ministrations as required by their respective distinctive religious tradition. Chaplains will not be required to perform or participate in religious services, rites, sacraments, ordinances, and other religious ministrations when such participation would be at variance with the tenets of their religion or their endorser policies.

c. Chaplain sponsorship. Chaplains may be required to sponsor religious services and events in support of the commander's religious program. Sponsorship entails supervision, oversight and management of religious events in accordance with Army policy. Sponsorship does not require or imply participation.

d. Chaplain fees. Chaplains will neither accept nor prescribe fees for performing religious support activities that are part of their official military duty or on the basis of their role as an Army chaplain. Accepting gifts is subject to guidance of the Joint Ethics Regulation (DOD 5500.07–R).

e. Chaplain travel.

(1) With the appropriate approval, chaplains are authorized to attend endorser-established training, seminars, and religious updates in an official temporary duty (TDY) or permissive temporary duty (PTDY) status to maintain readiness and endorser requirements (see chap 6). TDY is appropriate for events where chaplains attend in an official capacity. PTDY should only be used where TDY is not appropriate; and the attendance enhances the chaplains' value to the Army.

(2) PTDY is also authorized for chaplains to attend and participate in religious activities, conferences, seminars, or similar meetings to enhance their professionalism in service for the Army. Requests for PTDY will be in accordance with AR 600–8–10 and CCH guidelines and policies.

f. Chaplain housing and weight allowances.

(1) Chaplains without authorized dependents may compete equally for Family housing within the appropriate grade category regardless of whether unaccompanied personnel housing (UPH) is available. Chaplains may be considered key and essential personnel for inclusion on the garrison commander's housing list. Chaplains, at their request, may choose a private UPH apartment consisting of a bedroom, bathroom, living room, and kitchen or kitchenette. Temporary use of officers' quarters as visiting officers' quarters may be authorized (see AR 420–1).

(2) In overseas areas where administrative restrictions are placed on household goods weight allowances, chaplains without authorized dependents will be authorized the same weight allowance as an accompanied officer of the same grade.

Chapter 4

Status, Roles, and Responsibilities of Religious Affairs Specialists

4–1. General

a. General Order No. 253, issued by the War Department, Washington, DC, dated 28 December 1909, established the position of an enlisted Soldier, for the purpose of assisting the chaplain in the performance of his official duties. The chaplain assistant was established as a separate career management field (CMF 56) on 1 October 2001. On 20 March 2015 the CCH approved the naming convention of 56M MOS from chaplain assistant to religious affairs specialist. DA Pamphlet (Pam) 611–21 establishes the MOS and details requirements.

b. The religious affairs specialist, as a member of the U.S. Army Chaplain Corps, is a Soldier who provides expertise in religious support and religious support operations. Religious affairs specialists support the religious mission of the commander in responding to the needs of Soldiers, Family members, and other authorized personnel.

c. The religious affairs specialist is a combatant. In addition to specialized religious tasks, the religious affairs specialist performs and coordinates for the necessary force protection requirements to conduct religious support operations and minimize the personal security risks of the chaplain.

d. Religious affairs specialists use their technical religious support expertise to assist the commander and chaplain in shaping the environment to accomplish the commander's religious support mission. Religious affairs specialists apply

their skills along three core capabilities: integrate religious operations, spiritual fitness, and basic human interaction tasks. Religious affairs specialists integrate religious support operations in the JIIM environment, and within unified land operations at the tactical, operational, and strategic levels.

e. The religious affairs specialist requires a secret security clearance. Initial entry accessions and In-Service reclassifications must possess a security eligibility of secret prior to award of MOS 56M. All MOS 56M Soldiers must have initiated a request for a security eligibility of secret. If secret clearance is denied, Soldier will be reclassified into a MOS not requiring a secret security clearance (see DA Pam 611–21).

4–2. Privileged communication and sensitive information

See paragraph 16–2 for information on confidential and privileged communications.

4–3. Responsibilities

a. The religious affairs specialist serves as the enlisted subject matter expert and, in coordination with the chaplain, executes the commander’s religious support operations and conducts Soldier crisis management.

b. Religious affairs specialists can support additional duties that contribute to the welfare of the command; however, commanders must consult with their assigned chaplain before assigning additional duties.

c. Religious affairs specialists will not support unit additional duties that impede the ability of the team or section to perform the commander’s religious support operations, such as Suicide Prevention Program Manager, Casualty Assistance Officer or Master Resiliency Trainer.

d. Religious affairs specialists will not be required to reveal confidential communications, nor will they serve in any capacity that may compel them to disclose such information, including such duties as UVA or SARC.

e. Religious affairs specialists will support both the unit and garrison CMRP and be integrated into chapel activities at their home station or deployment location.

f. Religious affairs specialists will participate in UMT and unit training and become “expert” in their MOS, Warrior tasks and battle drills.

g. Religious affairs specialists directly support the religious support operations and are supervised, counseled and rated by a supervisory chaplain or senior religious affairs NCO. Religious affairs specialists receive their duty schedule and task list from the appropriate technical religious affairs NCO and supervisory chain in support of mission requirements. The technical supervisory and rating chains determine the accountability reporting process based on local procedures.

h. Religious affairs specialists will not accept fees for performing any functions that are part of their official duties.

4–4. Roles of religious affairs noncommissioned officers, senior and master religious affairs noncommissioned officers, and chief religious affairs noncommissioned officers

a. Advise commanders and command sergeants major on all matters pertaining to religious affairs specialist (56M) training, manning, and growth and development of the Soldiers career track and lifelong learning cycle.

b. Coordinate and recommend UMT policy for the command.

c. Conduct UMT staff assistance visits and organization inspections of UMT activities, training, facilities, performance, and professional development and growth.

d. Provide staff guidance and training in leadership, military acculturation, mobilization, contingency team building, administration, personnel management, and CTOF procedures.

e. Plan, resource, supervise, conduct, and evaluate staff training for religious affairs specialists.

f. Lead or participate in unit training and participate in command ceremonies, as required.

g. Monitor and recommend religious affairs specialist personnel assignments and utilization to the command.

h. Facilitate the CMRP through effective coordination and collaboration with other senior NCOs of the command.

i. Review the 56M portion of force structure documents (The Army Authorization Document System and the Personnel Manning Authorization Document).

j. Assist Soldiers in sustaining and developing Army values, moral leadership, and conflict resolution skills.

k. See DA Pam 611–21 for additional senior 56M (SGT through SGM) responsibilities.

Chapter 5 Religious Support Personnel

5–1. Purpose

The mission and ministry of the Chaplain Corps is supported, extended, and enhanced by other religious support personnel. These include DA Civilians assigned as DREs, religious education coordinator contractors, youth ministry contractors, administrative support personnel, shortage religious group clergy, musicians, DRGLs, chapel auxiliaries,

and volunteers. These individuals support the Chaplain Corps in various professional and technical ways in bringing quality ministry and religious support to Soldiers and Family members.

5–2. Religious education personnel

a. DREs serve as the garrison chaplain’s key resource persons in the area of religious education and religious formation. DREs analyze, develop, manage, present, and evaluate religious education programs and religious formation processes that facilitate the religious development of Soldiers and Family members. Religious education is a formative process that plays an integral part in stabilizing character, heart, and soul during the rigors of deployment, combat, reintegration, and other life cycle challenges associated with military service.

b. The Garrison Chaplain provides direct supervision of DREs employed by the command. Usually the senior DRE provides technical supervision of all other DREs and religious education personnel supporting the garrison.

c. The senior garrison DRE assists the Garrison Chaplain by providing guidance and direction for religious program design, curriculum and resource selection, teacher training, management of volunteers, and administration of the religious education program for all religious groups. Religious educators will also assist chaplains and other individuals who request advice or support in securing educational resources needed for the practice of specific religious groups. The sole or senior DRE serves as a member of the Garrison Chaplain’s personal staff.

d. The CCH establishes the criteria for DREs and will certify all candidates for religious education positions before employment. The CCH maintains a register of certified DREs and verifies certification of applicants for position vacancies prior to Civilian Personnel Operations Center, forwarding a referral list to the selecting official. Review of applicant resumes and official transcripts issued by the applicants’ academic institutions is required for certification. (See table 5–1.)

e. DREs are hired as Federal Civil Service personnel and are appointed in excepted service positions in the 1701 Series General Education and Training. Use of standardized position descriptions from the approved list in the Fully Automated System for Classification is required.

f. The CCH may also direct the employment of religious education program managers and/or directors to provide technical and/or professional administration, standardization, strategic planning, career management, Armywide program coordination, and support for the professional religious educators on Army garrisons.

g. The CCH, as proponent for religious educator career development, expects continuing education and professional training of the Civilian force to be conducted to the same high standards as the training and education of chaplains and religious affairs specialists. Training, education, and professional development of incumbent Army DREs will be conducted in accordance with current Army Civilian Education System requirements and the CCH training priorities. Army DREs will attend the CCH Annual Religious Education Training Conference and will complete a minimum of five continuing education units (CEUs) per year as a condition of continued employment. The Headquarters, Installation Management Command (IMCOM), Chaplain will publish annual training and education implementation guidance for Army DREs.

h. Commanders are not authorized to eliminate, transfer, or otherwise alter requirements or authorizations for Civilian religious education employees that exist on the TDAs of their organizations without consultation with the Headquarters, IMCOM, and the CCH.

i. DREs will not be employed in lieu of the authorization for a chaplain or religious affairs specialist.

j. DREs must complete all background checks and training necessary in order to be approved to work with children in accordance with DOD and Army policy.

k. DREs serve as primary trainers of mandatory training for chaplain corps staff who work with children. They also are responsible to ensure all chapel religious support personnel who work with children meet background check and annual training requirements.

l. DREs will not conduct chapel or field worship services and will not assume supervisory responsibility for chapel or field worship services.

5–3. Contracting religious education services

a. Contracting services for religious education contractors is authorized with approval of the appropriate ACOM, Army service component command (ASCC), direct reporting unit (DRU), Joint Forces Headquarters Senior Army National Guard Chaplain (JFHQ–SRARNG–CH), or USARC Command Chaplain. Chaplains remain responsible for the CMRP, which includes religious education sections.

b. Contracts must be approved by the appropriate ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC Command Chaplain.

c. Religious education services contracts must meet the following criteria:

(1) No chaplain, DOD Civilian, or lay volunteer is available to perform the function. This must be documented in the request.

(2) A fully documented religious program need exists.

(3) The services of a civilian religious education contractor may only be procured by means of a non-personal services (NPS) contract in compliance with the Federal Acquisition Regulation, Part 37.

(4) The statement of work will be described using a per-service basis only. It will include the requirement for all background checks and training necessary in order to be approved to work with children in accordance with and Army policy.

(5) The contract cannot exceed 12 months. At the end of each 12-month period the need must be reevaluated, and the request must be resubmitted.

(6) No NPS contracts will be authorized for work described and established under Government job descriptions for Government employees, nor will a contract cover all the duties and functions of a specific position description established by the Government.

5-4. Contracting for religious services

a. Contracting for religious services is authorized when the Army is unable to meet religious support requirements in the garrison religious support program.

b. Contracts for religious services must receive approval by the appropriate ACOM, ASCC, DRU, JFHQ-SRARNG-CH, or USARC Command Chaplain.

c. Contracts must meet the following criteria:

(1) No active duty or RC chaplain of any service is available to perform the function.

(2) A fully documented religious support requirement exists.

(3) The services of religious professionals may only be procured by means of a NPS contract in compliance with the Federal Acquisition Regulation, part 37.

(4) The statement of work will be described using a per-service basis only and will include the requirement for all background checks and training necessary in order to be approved to work with children in accordance with DOD and Army policy.

(5) The contract cannot exceed 12 months. At the end of each 12-month period the need must be reevaluated and the request must be resubmitted.

5-5. Distinctive religious group leaders

a. DRGLs are qualified individuals certified by recognized ROs to assist commanders and military chaplains in accommodating religious requirements of Soldiers and Family members belonging to religious groups with distinct religious needs that cannot be met by available military chaplains. A DRGL provides a very precise service for a prescribed period of time to further the CMRP in the free exercise of religion. The DRGL must be sponsored and approved by a local chaplain. The DRGL has no inherent authority or implied permission to conduct religious activities outside of the CMRP.

b. DRGLs—

(1) Are volunteers.

(2) Do not function as military chaplains or as a separate military religious authority.

(3) Are not provided for non-religious groups.

(4) Must be sponsored and supervised by an assigned chaplain.

(5) May collect offerings at approved services in accordance with chapter 15 of this regulation.

(6) Will not be paid or receive any services, travel, or other personal expenses from appropriated funds (APFs), but the congregation is entitled to the funding of distinctive religious group activities in accordance with the approved CMRP and local policies governing CTOF.

(7) Will not perform collective Protestant Services.

(8) Perform a service within the CMRP in cooperation with the command and the Chaplain Corps for U.S. authorized personnel. There is no international, interagency, or coalition role even though services generally remain open to the public.

(9) Will complete all background checks and training necessary in order to be approved to work with children in accordance with DOD and Army policy.

c. A DRGL seeking to provide religious services in U.S. Government controlled facilities must submit an application packet, requesting the approval of a sponsoring local chaplain. If the sponsoring local chaplain's higher headquarters requires additional approval or reporting, the sponsoring local chaplain will comply with the policies of the appropriate higher headquarters. In order to be approved, the prospective DRGL packet must include, at minimum—

(1) A signed letter of approval on official letterhead from a RO whose principal purpose is to support an individual's belief and practice of his or her religion. The approval letter will—

(a) Include the group's origin, purpose, general worship practices, the length of time it has existed, and the number of members of the religious group.

(b) Certify that the applicant currently has favorable ecclesiastical standing with the RO and is religiously-qualified for the purposes of serving as a DRGL.

(c) Clearly state the sponsoring religious group's concurrence that the DRGL serves in compliance with the appropriate CMRP under the supervision of the chaplain.

- (2) A letter signed by the prospective DRGL, including:
 - (a) A description of the volunteer religious services the DRGL proposes.
 - (b) Documentation of the distinctive need for these religious services, explaining:
 1. Why the service cannot be conducted by a military chaplain.
 2. Why the local chaplain-led services cannot meet the specific theological and/or distinctive religious requirements of the group.
 - (c) An acknowledgement that the DRGL will serve in compliance with the CMRP, under the supervision of the sponsoring local chaplain, and will serve and/or continue to serve only with the approval of the approving chaplain.
 - (d) Review of status.
 - (1) DRGL status must be approved annually.
 - (2) DRGL status must be reviewed whenever there is a change regarding the distinctive religious needs of the religious group requiring the use of a DRGL (such as transfer of Soldiers requiring DRGL or availability of chaplains capable of meeting identified religious needs).
 - (e) Removal of DRGLs. The approving chaplain has the authority to remove the DRGL. Circumstances for removal include:
 - (1) Change of circumstances requiring the use of a DRGL.
 - (2) Allegations of inappropriate conduct regarding the DRGL.
 - (3) Failure by DRGL to properly serve the religious needs of the religious group.
 - (f) Request for re-approval. If a DRGL feels that they have been unfairly removed, they may request re-approval by the approving chaplain's next higher supervisory chaplain.

5-6. Chapel auxiliaries and chapel volunteers

- a. Chapel auxiliaries and activities operate as extensions of the Army chapel program, such as chapel men's groups, women's groups, and other activities in the CMRP and are not private organizations under AR 210-22.
- b. Chapel auxiliaries, such as Protestant Women of the Chapel, Catholic Women of the Chapel, Protestant Men of the Chapel (PMOC) and Protestant Youth of the Chapel (PYOC) are an integral element of the religious support mission of commanders and chaplains. As part of the command religious program, they have official standing and provide Servicemembers, authorized Civilians, retirees, and Family members opportunity for the free exercise of religion.
- c. These auxiliaries serve as local chapel auxiliaries to assist and support the garrison-level chapel program. These local auxiliaries, in so far as they are under the control of the Garrison Chaplain at each installation, fall within the authority of military chaplains to provide religious support under the Free Exercise Clause of the Constitution.
- d. Voluntary services may be accepted from civilian personnel from both the military and civilian communities and from military personnel and their Families. They will perform their service under the direction of the Garrison Chaplain and the supervision of designated chaplains or DRE staff members.
- e. Chapel volunteers will be registered by the Chapel Volunteer Coordinator and entered into the Chapel Volunteer Management System where appropriate. Volunteers will comply with the requirements for background checks, registration, and documentation of hours worked in accordance with appropriate DOD directives and/or instructions, Army policies, and ACOM, ASCC, DRU, JFHQ-SRARNG-CH, or USARC policies and Chapel Volunteer Management System specific management requirements of the respective command.
- f. Chaplains and DREs will provide training opportunities to help volunteers develop their religious knowledge, education, administrative, and other skills, as well as techniques for age-specific training and appropriate interactions with children.
- g. Chaplains or DREs will ensure that chapel volunteers are appropriately recognized for their service in as many venues as practical including an annual command or post-wide volunteer appreciation event.
- h. Specified volunteers hold those positions which are specified by the command to deal with children. These specified volunteers will complete all background checks and training necessary in order to be approved to work with children, youth, and other command-identified at-risk populations in accordance with DOD and Army policy.

5-7. Chapel watch care and child care

- a. Religious education events and other chapel programs may include provisions for watch care or child care at chapel facilities.
 - (1) Watch care is short-term service for infants and children whose parent or guardian is participating on location in a chapel activity. Chapel watch care is typically provided by approved chapel volunteers or NPS-contracted individuals contracted on a per-event and/or per-hour basis. Watch care volunteers and contractors will meet the requirement for all background checks and training necessary in order to be approved to work with children in accordance with DOD and Army policy.
 - (2) Chapel child care is short-term service provided by child and youth services (CYS) in the chapel facilities, governed by a memorandum of agreement or understanding, or contract, as a collaborative effort between CYS and the

Garrison Chaplain (or Medical Treatment Facility Chaplain) in support of command religious activities. Chapel child care is designed as the care normally provided by CYS to children ages 4 weeks to preschool independent of the location of the parent or guardian to the chapel facility. (This can apply by exception up to age 11 for support during worship services, religious education programs, enrichment retreats, and other official religious activities.)

b. The CYS program provides an umbrella structure for childcare, which includes use of chapel facilities for onsite child care (see AR 608–10). The CYS-conducted childcare in chapel and religious education facilities will generally not require facility structural alteration, and the religious significance and décor of chapels will be maintained. Garrison proponents for fire, health, and safety will determine and monitor adherence with locally established chapel child care facility standards.

c. The CMRP outlines the program and resource requirements for childcare for religious programs to include caregivers and basic facility equipment and supplies.

d. The CYS child care personnel supporting chapel and/or chaplain-sponsored programs will be CYS employees and meet all CYS employment requirements to include background checks and training. The CYS personnel pay will be in accordance with Child and Youth Program Assistant pay plan. A CYS employee will be designated to coordinate all child care in support of chapel activities.

e. The chaplain responsible for the religious programs will provide space for child care in selected chapels and/or religious education facilities in compliance with fire, cleanliness, hygiene, and safety standards. Designated chapel facilities used for child care will include: age-appropriate furniture, storage, toys, and staff workspace. Watch care and childcare personnel supporting the religious program work with military chapel staff members to maintain cleanliness and accountability of facilities and equipment as part of the chapel childcare program.

Table 5–1.
Director of religious education requirements

Director of religious education requirements	
Minimum professional educational criteria include, but are not limited to:	
For entry-level positions or those at GS 1701–09 equivalent and below	For positions at GS 1701–11 equivalent level and above
A Bachelors degree from an accredited college or university, with a major or minor in religious education (or spiritual formation), or a minimum of 18 documented credit hours in the same.	A Master of Religious Education degree or its equivalent from an accredited graduate school, and a minimum of 5 years of documented professional experience leading a religious education program.
A minimum of 3 years of documented professional experience leading a religion-based education program. Additional years of documented religion-based education program leadership may be substituted for up to six credits of the academic requirement (at a rate of 1 year of documented professional religious education experience for one religious education academic credit).	A graduate degree of any discipline other than religious education must include a minimum of 24 documented credits in religious education theory and practice or spiritual formation. Positions above GS–11 additionally require at least 5 years active service as a GS 1701–11 DRE.

Certification. The CCH requires that only applicants who have been certified at a grade equivalent to or higher than the stated grade of the position being advertised or those currently serving in a validated Army RE position will be considered fully qualified applicants. To be certified for positions in the Religious Education Career Field, applicants must submit transcripts and resumes to the OCCH-designated certifying official as stated in the vacancy announcement and will complete the requirement for all background checks and training necessary in order to be approved to work with children in accordance with appropriate DOD and Army policy.

Chapter 6

Chaplain Recruitment and Accessioning

6–1. General

The dynamic process of recruiting chaplains and religious affairs specialists and professional religious educators demands a Total Army effort. The CCH relies upon the proactive efforts of all Army components and professional religious educators to facilitate the recruiting of qualified personnel for the Chaplain Corps. Every chaplain and religious affairs specialist is a recruiter. The CCH Recruitment and Accessioning Program procures chaplains for the Active Army and USAR to provide professionally qualified chaplains to support the free exercise of religion for all members of the Army. The CCH recommends recruitment and accession strategies to the ARNG to enhance ARNG recruitment plans. This chapter outlines the responsibilities and policies for the management and implementation of this program.

6–2. Chief of Chaplains

The CCH will—

- a.* Determine Chaplain Corps requirements to meet the pluralistic needs of the Army.

- b.* Determine Active Army chaplain accessions to meet annual requirements.
- c.* Provide guidance on Army Chaplain Corps requirements to the ARNG in conjunction with ARNG Guard Strength Directorate (GSD) and ARNG Staff Chaplain Office.
- d.* Coordinate annual USAR chaplain and chaplain candidate recruiting missions with the CAR.
- e.* Coordinate USAR recruiting mission changes with the CAR.
- f.* Direct the CCH Marketing and Communications Plan in coordination with Accession Command.
- g.* Support Accession Command requests for funding and recruiting incentives through Army and legislative channels.
- h.* Coordinate with the Office of the Chief, Army Reserve (OCAR) and U.S. Army Recruiting Command (USAREC) to establish adequate authorizations and personnel to accomplish recruiting missions for chaplain and chaplain candidate accessions.
- i.* Ensure 100 percent fill of chaplain recruiter authorizations.
- j.* Determine the requirements for Chaplain Corps marketing and communication issues.

6-3. Deputy Chief of Staff, G-1

The DCS, G-1 will—

- a.* Coordinate annual USAR chaplain direct accession and chaplain candidate missions, and mission changes, with the CAR, CCH, and Commanding General, USAREC.
- b.* Assign USAR chaplain and chaplain candidate missions to Commanding General, USAREC.
- c.* Provide a coordination point of contact for chaplain AC and USAR recruiting issues.
- d.* Determine funding and personnel support requirements for chaplain and chaplain candidate recruiting missions to support CAR, CCH, and USAREC requirements.

6-4. Chief, National Guard Bureau

The Chief, NGB ensures that the Director, ARNG will—

- a.* Direct the administration and management of the ARNG CCH Recruitment Program with the Army National Guard Strength Support Division (ARNG-GSS).
- b.* Support funding and recruiting incentives through Army and legislative channels.
- c.* Ensure that the ARNG-GSS will—
 - (1) Manage the DARNG and CCH Recruitment Program through the ARNG-GSS in accordance with DARNG and ARNG Staff Chaplain guidance.
 - (2) Advise the CCH and the DARNG regarding ARNG chaplain and chaplain candidate recruiting and accessions.
 - (3) Oversee marketing for ARNG chaplain and chaplain candidate recruiting.

6-5. Chief, Army Reserve

The CAR will—

- a.* Coordinate and submit USAR chaplain and chaplain candidate recruiting missions to the DCS, G-1.
- b.* Coordinate recruiting mission changes with the DCS, G-1 and the ACCH-AR.
- c.* Provide funding for USAREC to support the USAR chaplain and chaplain candidate recruiting missions in the program objective memorandum.
- d.* Award retirement point credit to USAR chaplains for participation in chaplain recruiting.
- e.* Provide AGR chaplain and AGR enlisted personnel to USAREC to support chaplain and chaplain candidate recruitment missions.

6-6. Commander, U.S. Army Recruiting Command

The Commander USAREC will—

- a.* Coordinate with the DCS, G-1, OCAR, and OCCH in establishing Regular Army (RA) and USAR chaplain recruitment policy and negotiating chaplain and chaplain candidate missions.
- b.* Manage inter-service appointments and intra-service branch transfers and reappointments for AC and USAR.
- c.* Program and budget funds in support of the USAR chaplain and chaplain candidate recruiting missions.
- d.* Analyze and recommend personnel requirements to the DCS, G-1 and CAR to meet annual chaplain and chaplain candidate recruiting missions.
- e.* Coordinate manpower changes affecting chaplain and chaplain candidate recruiting missions with the OCCH and CAR.
- f.* Provide recruiting mission logistic support.
- g.* Provide national advertising in support of the Chaplain Corps mission.

6-7. Installation Management Command Chaplain

The IMCOM Chaplain will—

- a. Support and assist the CCH Recruitment Program and implementation throughout IMCOM.
- b. Provide annual chaplain recruitment training for chaplains within IMCOM.
- c. Coordinate IMCOM budget manpower guidance to implement CCH Recruitment Program.

6-8. U.S. Army Reserve Command Chaplain

The USARC Chaplain will—

- a. Provide chaplain recruitment training to the Chaplain Corps within the USARC.
- b. Recommend budgeting and manpower support for USARC implementation of CCH Recruitment Program.
- c. Coordinate the awarding of retirement point credits for chaplains participating in recruiting mission.
- d. Provide implementation guidance to manage and supervise the recruitment program within the USARC.

6-9. Army National Guard Staff Chaplain

ARNG Staff Chaplain will—

- a. Monitor chaplain recruitment training, through ARNG-GSS to the Chaplain Corps within the ARNG.
- b. Recommend budgeting and manpower support for DARNG implementation of CCH Recruitment Program.
- c. Provide technical chain input to ARNG-GSS, and State Recruiting and Retention Commander (RCCs) on National and State Chaplain recruiting end-strength mission requirements, to facilitate high demand-low density (HD-LD) and critical chaplain shortage awareness.

6-10. Department of the Army Chief of Chaplains

DACH will—

- a. Provide annual report of all USAR chaplain candidate names, addresses, phone numbers, and schools to USAREC.
- b. Process all RA and USAR chaplains and chaplain candidates for appointment through HRC.

6-11. Garrison chaplains

Garrison chaplains will—

- a. Supervise and coordinate garrison level CCH Recruitment Program.
- b. Facilitate annual chaplain recruitment training.
- c. Appoint a garrison point of contact for chaplain recruiting activities.
- d. Budget for garrison CCH Recruitment Program activities.
- e. Maintain and disseminate chaplain recruiting materials and information.
- f. Counsel each honorably separating AC chaplain concerning the potential of continuing service in the RC.

6-12. Joint Forces Headquarters-Senior Army National Guard Chaplain

The JFHQ-SRARNG-CH will—

- a. Support ARNG-GSS actions that implement the CCH Recruitment Program within the JFHQ and encourage the recruiting activities of subordinate Command Chaplains.
- b. Ensure annual chaplain recruitment training for all ARNG chaplains, chaplain candidates, and religious affairs specialists within their State.
- c. Budget for CCH Recruitment Program activities.
- d. Coordinate retirement point credit for Chaplain Corps member recruiting activities.
- e. Coordinate all actions related to recruiting and retention with the State RCCs implementing the recruiting and retention mission at the State level.

6-13. Chief of Chaplains Accession Selection Boards

CCH Accession Selection Boards operate under the following criteria:

- a. The CCH is the convening authority for Accession Selection Boards. The DCCH chairs the Accession Committee.
- b. The CCH will convene, as needed, accession selection boards to consider applications for chaplain appointment or reappointment to Army Chaplain Corps Chaplain Candidate Program.
- c. The CCH is the approving authority for appointments to the Army Chaplain Corps. Upon completion of each Accession Selection Board, the CCH will forward a memorandum of appointment for those approved to HRC and the National Guard Bureau requesting a commission be issued.

6-14. Accession requirements

- a. Chaplains serve in the U.S. Military as representatives of their distinctive religious group. The Government provides for the free exercise of religion through the broadest possible representation of credentialed professional religious clergy made available to the military through the process of endorsement. Endorsement is the official formal

statement by competent authority of a RO attesting to the credentials of an individual as a qualified professional religious leader. The various religious groups are referred to as endorsing agencies (see DODD 1304.19 and DODI 1304.28).

b. Chaplains come from the ranks of professional religious leaders who volunteer to serve in a military setting. The chaplains remain accountable to their endorsers in all matters pertaining to the continued maintenance of their credentials while they perform religious functions in the Army. If a chaplain does something to jeopardize the religious credentials, the sponsoring agency may withdraw its endorsement. A chaplain cannot continue to function as a chaplain and may face separation from service if he or she loses professional religious credentials or ecclesiastical endorsement. Chaplains must maintain a healthy relationship with their respective endorsers while serving in the Army.

c. Chaplain and chaplain candidates are accessioned into the Army based upon compliance with a variety of factors prescribed in DOD policy, CCH policy, and formal accession board actions.

(1) A religious group (referred to as an endorsing agency) listed with the AFCB submits the completed DD Form 2088 (Statement of Ecclesiastical Endorsement) directly to DACH.

(2) An applicant meets educational standards in accordance with DODI 1304.28.

(3) An applicant for chaplain fulfills professional experience requirements in accordance with DODI 1304.28 following completion of the qualifying graduate degree.

(4) An applicant is interviewed by a senior-level chaplain designated by DACH. Under no circumstances will an Applicant select the interviewing chaplain. The interviewing chaplain will assess the applicant (see DA Pam 165–17). Applicants are not reimbursed for travel or incidental expenses connected with the SrCH interview.

d. Initial appointment of grade for the respective components will be made in accordance with AR 135–100 and reference to DA Pam 165–17. See DA Pam 165–17 for conditions and procedures for grade and date of rank determinations.

e. Chaplain and chaplain candidate applicants must demonstrate clear enunciation and comprehension of English and good standard English grammar skills. Applicants who are not native-born citizens or who have not attended U.S. schools since the age of six must obtain a minimum score of 80 in reading and listening on the English Comprehension Level Test or the American Course Language Placement Test, unless waived by the CCH in accordance with the needs of the Army.

f. Chaplains and chaplain candidates will have a minimum cumulative grade point average of 2.5 in each qualifying degree to apply for appointment.

Chapter 7

Chaplain Candidate Program

7–1. General

a. The Chaplain Candidate Program’s purpose is to familiarize theological and religious studies graduate students with religious support activities in the Army. Qualified participants in this program may access as Army chaplains in the Army Chaplain Corps upon completion of their educational and religious group requirements.

b. The Chaplain Candidate Program provides training and basic orientation to the duties and responsibilities of an Army chaplain on military garrisons, specialized military settings, and troop program units (TPUs).

7–2. Duties

a. The CCH is the proponent for the Chaplain Candidate Program.

b. DACH–RCs Integration will—

(1) Manage the life cycle of USAR chaplain candidates. An example is administering and managing the Professional Development Education Programs (that is, Practicums).

(2) Provide for the coordination and oversight of the Chaplain Candidate Program at the regional support command (RSC) chaplain’s office.

c. The ARNG Staff Chaplain will—

(1) Advise the DARNG on the administration of the ARNG Chaplain Candidate Program.

(2) Provide for the administration and oversight of the ARNG Chaplain Candidate Program.

(3) Coordinate with ARNG Officer Policy branch to monitor requests for temporary TDA positions for chaplain candidates.

d. The OCAR and/or USARC will—

(1) Provide for the administration of the USAR Chaplain Candidate Program.

(2) Budget and fund the USAR Chaplain Candidate Program.

(3) Budget and fund the Tuition Assistance Program.

e. The commander at each unit will—

(1) Provide for the command and control of the USAR chaplain candidates.

(2) Provide records management of the USAR chaplain candidates.

f. The Command Chaplain IMCOM, USARC, and/or Medical Command (MEDCOM) respectively will approve the active duty garrisons, Reserve garrisons, and medical treatment facilities within their commands to conduct USAR chaplain candidate training and ensure the availability of training personnel and resources. The DODIs and ARs do not authorize chaplain candidates to serve as, or in the place of, chaplains.

g. The Commandant, USACHCS, will evaluate chaplain candidate performance on DA Form 1059 (Service School Academic Evaluation Report) for each phase of CHBOLC that the chaplain candidate completes during split training options and upon completion of CHBOLC. All DA Form 1059s will be forwarded to the candidate's command as directed in their orders. The Director of Training will also ensure that the information is entered into the Army Training Requirements and Resource System and the Army Resident Individual Training Management System.

h. The senior-level chaplain will—

(1) Supervise practicum training for chaplain candidates.

(2) Ensure that the chaplain candidate's performance is evaluated on a DA Form 1059 and forward it as directed in active duty for training orders. Chaplain candidates will not receive a DA Form 67-10-2 (Field Grade Plate (O4 - O5; CW3 - CW5) Officer Evaluation Report).

i. The JFHQ-SRARNG-CH and/or RSC Chaplain will—

(1) Ensure the training of chaplain candidates is under the supervision of a chaplain.

(2) Ensure that the chaplain candidate's performance is evaluated at least annually on DA Form 1059 (or upon change of chaplain training supervisor). The JFHQ-SRARNG-CH and/or RSC Chaplain forwards the DA Form 1059 to the appropriate authority for record as a permanent part of the Soldier's Official Military Personnel File. Chaplain candidates will not receive a DA Form 67-10-2.

7-3. Chaplain candidate educational and ecclesiastical requirements

a. Educational qualifications for appointment as an Army chaplain candidate will be consistent with the requirements of DODD 1304.19, as either—

(1) Enrollment as a full-time student in graduate religious studies for the next entering class of a qualifying educational institution as defined by DODD 1304.19.

(2) Graduation from a qualifying educational institution and engagement in fulfilling religious professional experience requirements leading to full certification by the candidate's RO or group.

b. For either option, to enter the Chaplain Candidate Program, an individual must have approval from a RO registered with the DOD. This approval is only for participation in the Chaplain Candidate Program and does not constitute approval for the individual to be accessioned as an Army chaplain. This approval must be maintained for the length of the individual's participation in the Chaplain Candidate Program.

c. A break in full-time student status requires approval from ARNG Staff Chaplain for ARNG chaplain candidates or from DACH-RCs Integration Directorate for USAR chaplain candidates. This break will not exceed 1 year and will only be authorized once during the period of the individual's participation in the Chaplain Candidate Program, in accordance with AR 135-175.

d. Unauthorized breaks may result in discharge from the Army by DACH-RCs Integration or discharge from the ARNG G-1 of the chaplain candidate's respective State in accordance with AR 135-175.

7-4. Appointment in the Chaplain Candidate Program

a. Appointment of commissioned officers in the RC for participation in the Chaplain Candidate Program will be in accordance with AR 135-100.

b. Chaplain candidates are appointed to the Chaplain Branch and carry the area of concentration (AOC) of 56X.

c. Chaplain candidates who receive direct appointments incur an 8-year Reserve obligation in accordance with AR 135-100.

d. Reserve Officers' Training Corps officers who enter the Chaplain Candidate Program in an education delay status will fulfill their Reserve Officers' Training Corps obligation either in the Chaplain Corps or in a basic branch.

7-5. Status of U.S. Army Reserve and/or Army National Guard Chaplain candidates

a. All chaplain candidates are in an educational delay status while meeting the distinctive religious group requirements for recognition as a religious professional and endorsement by their particular RO or group. In accordance with 10 USC 14706, officers who participate in the Chaplain Candidate Program, who are later awarded the AOC 56A or 56D and become Army chaplains, will have their time of service as a chaplain candidate excluded from their mandatory release date (MRD).

b. Chaplain candidates have a maximum of 6 years to finish their educational and ecclesiastical requirements while in the Chaplain Candidate Program. This period is not an entitlement, but an opportunity to participate in the candidate program long enough to complete their particular religious group or organizations requirements to be recognized as a fully qualified religious professional. Once a chaplain candidate is able to meet the requirements to be a chaplain, the

officer must apply to become a chaplain, request a branch transfer, or resign their commission. Failure to comply may result in discharge from the Army by DACH-RCs Integration or from the ARNG by the ARNG G-1 of the respective chaplain candidate's State in accordance with AR 135-175.

- c. Chaplain candidates will be addressed orally by their rank and will be identified, in writing, as chaplain candidate.
- d. Chaplain candidates will not be assigned to Army chaplain positions.
- e. Chaplain candidates will not be placed in supervisory positions. Chaplain candidates will not be raters, senior raters, or reviewers on any enlisted or officer evaluations.
- f. Chaplain candidates are not mobilization assets and will not deploy outside the continental United States (CONUS).

7-6. Chaplain candidate uniform

- a. Chaplain candidates will wear 56X insignia. Under no conditions will the chaplain candidate wear the Chaplain (56A, 56D) insignia.
- b. Chaplain candidates will wear a nameplate on Army dress uniforms with the words chaplain candidate under the candidate's last name in the type size consistent with standards in AR 670-1.
- c. When wearing the Army combat uniform, chaplain candidates will wear the 56X insignia in the same manner as chaplains as detailed in AR 670-1. Chaplain candidates will not wear the chaplain candidate insignia on their head gear. They will wear their rank.
- d. When wearing the Army Service Uniform, chaplain candidates will wear the Chaplain Branch colors.

7-7. Chaplain candidate assignments and attachments

- a. The ARNG chaplain candidates will be assigned to their respective State Joint Force Headquarters where they will occupy a temporary TDA position and will be attached to units no lower than battalion level, supervised by an Army chaplain. They will attend regularly scheduled inactive duty training with their assigned unit and receive both pay and retirement points.
- b. The RC chaplain candidates will attend regularly scheduled drills with a designated unit and will receive both pay and retirement points. Chaplain candidates will not function independently as a chaplain or supplement chaplain unit vacancies.
- c. The USAR chaplain candidates will be assigned in the Select Reserve in an assigned-not-joined status for command and control purposes. They will be attached to a unit no lower than battalion level.
- d. Chaplain candidates may train with units lower than the battalion level under supervision of the Battalion or Brigade Chaplain.
- e. No chaplain candidate (RC) will be placed in the individual ready reserve (IRR) without the written permission of the DACH-RCs Integration Chaplain Candidate Manager. If the request is denied the officer can resign his or her commission or request a branch transfer. If a chaplain candidate is placed in the IRR without approval, DACH-RCs Integration may discharge the officer in accordance with AR 135-175.

7-8. Chaplain candidate supervision

- a. Chaplain candidates will be supervised by a chaplain when serving in a unit or other training opportunities and will not be assigned as a primary religious support provider.
- b. A supervisory chaplain will assess the level of military skills and pastoral experience of each chaplain candidate, and assign duties appropriately.
- c. Chaplain candidates may perform, under the supervision of a chaplain, religious support for which they are properly credentialed or otherwise approved by their respective religious groups or organizations. Chaplain candidates will not perform memorial services, memorial ceremonies, or next of kin notifications.
- d. Like chaplains, chaplain candidates will not be assigned any special duties as described in paragraph 3-4b.

7-9. Chaplain candidate training

- a. Chaplain candidates will complete CHBOLC within 3 years of their commissioning.
- b. ARNG training opportunities include the following:
 - (1) Annual training with their unit each year.
 - (2) Chaplain sustainment training, not to exceed 5 days per year.
 - (3) Funeral honors detail, functioning as supporting staff officer, not officiating as a chaplain.
 - (4) State mission support, to include 32 USC disaster recovery, Family program activities, mobilization support activities, and other approved training, not serving as a chaplain.
- c. The USAR training opportunities includes the following:
 - (1) Inactive duty training and annual training with their unit each year.
 - (2) Chaplain sustainment training, not to exceed 5 days per year.
 - (3) Chaplain professional development education (that is, practicums) at selected active duty and USAR training

sites, for unit, garrison, recruiting, hospital, and confinement ministry experiences. Annual periods are not to exceed regulatory limitations.

(4) Specialized training in the Emergency Medical Ministry Course, and Combat Medical Ministry Course.

d. The Self-Improvement Reading Program is available from USACHCS.

e. Chaplain candidates may utilize other approved training events for points only.

f. Mentoring is available through the CCH Mentor Program; paired with a retired chaplain mentor.

g. Chaplain candidates will not be required to take an Army physical fitness test (APFT) for record until they have completed phase II of CHBOLC. Diagnostic APFTs will be given to prepare the chaplain candidate to pass the APFT for record at CHBOLC.

h. Chaplain candidates who are assigned to a unit for training will be allowed rescheduled training drills when the unit's training schedule conflicts with the chaplain candidate's graduate school responsibilities. A chaplain candidate's primary mission is to graduate with the degree to become a chaplain.

i. Chaplain candidates are Chaplain Corps officers and they will not train with, or fire any weapon.

j. Chaplain candidates may not be mobilized, deployed, or placed on active duty operational support orders.

7-10. Chaplain candidate accessioning as a chaplain (56A)

a. Upon completion of educational and ecclesiastical requirements, a chaplain (56A) application is necessary for a chaplain candidate to receive the chaplain AOC of 56A or 56D.

b. The ARNG chaplain candidates submit reappointment packets through the ARNG State officer strength manager. The USAR chaplain candidates submit packets through USAR chaplain recruiters.

c. The USAR chaplain candidates incur a 4-year USAR service obligation as a result of participation in tuition assistance programs. Failure to fulfill the USAR service obligation (which includes accessions to active duty) requires repayment of the tuition assistance amount received on a prorated basis. The approving official for USAR chaplain candidates is the DACH-RCs Integration Chaplain Candidate Manager.

d. Chaplain candidates commissioned from Reserve Officers' Training Corps with an active duty service obligation (ADSO) must meet all qualifications to access and enter active duty as a chaplain or seek appointment to another branch.

e. An ARNG chaplain candidate may leave the ARNG for another component only at the discretion of the Senior ARNG Chaplain for their State. Similarly, after obtaining the consent of the Senior ARNG Chaplain for their State, the chaplain candidate must secure a DD Form 368 (Request for Conditional Release) signed by the Adjutant General or designee for the State.

7-11. Chaplain candidate separation

Separation, in accordance with AR 135-175, may occur subject to the following:

a. Loss and/or change of ecclesiastical approval.

(1) The DACH-RCs Integration Directorate and/or ARNG Staff Chaplain will inform chaplain candidates, in writing, that their certifying agency has withdrawn their ecclesiastical approval. The chaplain candidate has 60 days to provide DACH-Personnel a valid ecclesiastical approval from a recognized endorsing body or be separated from service.

(2) Chaplain candidates desiring to change ecclesiastical approval must coordinate the change with their losing RO, their gaining RO, and with DACH-Personnel. The chaplain candidate is responsible for ensuring that DACH-Personnel receives the new ecclesiastical approval before the withdrawal of the prior ecclesiastical approval.

b. Adverse personnel actions.

(1) Upon notification of pending or probable adverse action to be taken by a commander against a chaplain candidate, the appropriate senior or supervisory chaplain will immediately inform the DACH-RCs Integration Directorate, ARNG Staff Chaplain, and/or JFHQ-SRARNG-CH, and direct the chaplain candidate concerned to report the incident to their ecclesiastical agency.

(2) Chaplains will not contact the denominational endorser responsible for any chaplain candidate in regard to pending or probable adverse personnel actions without the written authorization of the CCH or designee.

c. Loss of or not being granted a security clearance.

d. Failure to maintain full time student status. Failure to maintain full time student status working towards a degree to become a chaplain, without written permission of the Chaplain Program Manager or ARNG Staff Chaplain.

e. Failure to accession as a chaplain (56A). Failure to accession as a chaplain (56A) after meeting all ecclesiastical and educational requirements.

7-12. Chaplain candidate evaluations

Chaplain candidates are in a student status and therefore will not be given DA Form 67-10-2s. Chaplain candidates will be given DA Form 1059s annually or after 90 days with change of unit or change of rater. In the block "course

title" use "Chaplain Candidate Program" and in the block "name of school" use the name of the unit where the chaplain candidate completed their training.

Chapter 8

Chaplain Personnel Management

8-1. Proponent

The CCH manages all RA chaplains through the DACH–Personnel and USAR chaplains through DACH–RCs Integration. Refer to DA Pam 165–17 for instructions, information, and further guidance regarding chaplain personnel management. ARNG Chaplain Corps assets are managed by that State’s JFHQ–SRARNG–CH in coordination with the ARNG Staff Chaplain and DACH.

8-2. Appointment as Chaplain

a. Professionally qualified clergy, who meet the requirements of their respective RO, may be appointed as chaplains to provide for the free exercise of religion within the Army (see DODD 1304.19, AR 135–100, and AR 601–100). Upon appointment, chaplains represent their RO and serve as commissioned officers in the Army. (The RO is also referred to as the endorsing agency. Some endorsing agencies represent multiple ROs. However, any change in RO must be reported in accordance with para 8–9.)

b. Chaplain accession requirements are listed in paragraph 6–14.

c. The CCH may grant waivers relating to age or professional work experience in order to address special religious needs of the Army.

d. All applications for chaplain appointments are managed by Office, Chief of Chaplains (DACH–Personnel), Office of the Chief of Chaplains, 2700 Army Pentagon, and Washington, DC 20310–2700.

e. Any and all waivers, exceptions to policy, and related actions for ARNG applicants must be processed through the ARNG Officer Policy Division in coordination with the ARNG Staff Chaplain prior to submission to the CCH.

8-3. Appointment from active duty, reserve, or prior service personnel

a. RC or RA appointments require CCH acceptance of a DD Form 2088 (Statement of Ecclesiastical Endorsement) submitted by an AFCB listed ecclesiastical endorsing agent.

b. Active duty or reserve officers in other branches, or prior service personnel must apply for appointment to the Chaplain Corps. HRC will process all USAR and RA appointment applications recommended by the DA Accessions Board and approved by the CCH.

c. The JFHQ officer strength manager will process all CCH-approved ARNG chaplain appointments in coordination with JFHQ–SRARNG–CH.

d. Active duty requests from ARNG or USAR chaplains must process their application through command channels (USAR through USARC or HRC as appropriate, ARNG through their JFHQ, National Guard Bureau).

e. Intra- and/or inter-Service, branch transfers and prior Servicemembers must go through the accession process and apply for chaplain appointment through USAREC Chaplain recruiter or ARNG State officer strength manager, in coordination with the Senior ARNG Chaplain for their respective State.

8-4. Entry on active duty

a. Chaplains accessioned to active duty will receive date of rank (if eligible) in accordance with AR 601–100 (see also DA Pam 165–17).

b. Chaplains are managed by Active Duty List position and not by year group.

8-5. Career status

a. Chaplains accessioned for active duty (except AGR chaplains) will receive an RA commission with indefinite appointment. Newly accessioned active duty chaplains incur a 3-year ADSO beginning with their date of entry on active duty (see DA Pam 165–17).

b. Chaplains accessioned for ARNG or USAR receive an RC commission with indefinite appointment. RC chaplains requesting RA appointment must adhere to the appointment requirements of AR 601–100 and this regulation.

c. Military service obligation. Individuals appointed as chaplains are obligated by law (10 USC 651) and regulation (see AR 350–100) to complete 8 years of active duty or RC service prior to voluntary separation.

d. All chaplains are required to have on file at the OCCH a valid DD Form 2088 from an AFCB-listed ecclesiastical endorsing agent. Endorsing agents must submit a new DD Form 2088 to the CCH for acceptance and/or approval at the following chaplain career points:

(1) Application for accession to active duty, RC, or AGR.

(2) Transition between components (active duty to RC, RC to active duty, ARNG to USAR, or USAR to ARNG).

(3) Change in RO. Chaplains without a valid DD Form 2088 on file with OCCH are subject to involuntary separation under the provisions of AR 600–8–24, AR 135–175, and the Reserve Officer Personnel Management Act.

8–6. Professional development

Commanders will ensure that chaplains receive necessary professional development training by encouraging and funding attendance at technical and professional training events.

a. As a progressive process of training and education, chaplain professional development equips chaplains for leadership assignments by enhancing their professional, clinical, and personal skills. Professional development derived from a balanced combination of institutional schooling, self-development, realistic training, and professional experience equips chaplains with the attributes and technical competencies necessary for worldwide religious support.

b. The Army Chaplain Life Cycle Model identifies those professional chaplain character attributes and core competencies essential for performing or providing effective ministry to Army personnel and Family members. It includes institutional training, advanced schooling and education, progressive assignments, and self-development. The goals are combat readiness, peacetime mission accomplishment, development of senior leadership of the branch, and the management of religious support.

c. The DACH–Operations oversees branch-specific training and chaplain life cycle training synchronization.

d. Chaplains are eligible for assignments based on professional development, assignment history, specialized skills and training, grade, and military education.

e. DACH–Personnel.

(1) Manages Army Educational Requirement System and determines the required length of initial utilization tours.

(2) Manages the slating process and enrollment of chaplains selected for branch functional and military education courses.

(3) Prepares and conducts all DACH advisory selection boards and administers board results.

(4) Manages requests for constructive or equivalent credit.

(5) Determines qualifications for and awards chaplain skill identifiers.

(6) Manages ecclesiastical endorsements for chaplains in all components.

f. DACH–RCs Integration.

(1) Manages enrollment of USAR chaplains selected for branch functionality and military education courses.

(2) Assigns all IRR, individual mobilization augmentee (IMA) and AGR chaplains.

(3) Provides USAR input on all DACH advisory selection boards.

(4) Manages requests for USAR constructive or equivalent credit.

(5) Determines qualifications and awards chaplain additional skill identifiers for USAR chaplains.

(6) Conducts USAR MRD extension panel on behalf of the CCH.

(7) Conducts RC Captain Certification Review.

(8) Conducts AGR order of merit list panel for USAR AGR chaplain accessions.

g. The ARNG chaplains are managed by States and/or territories and in coordination between the JFHQ–SRARNG–CH and the ARNG Staff Chaplain. The USAR chaplains are managed through their respective command channels, in coordination with DACH–RCs Integration.

8–7. Chaplain personnel assignments

a. The CCH has assignment authority for all chaplain branch officers.

b. The DACH–Personnel manages RA personnel actions policy. DACH–RCs Integration manages RC personnel actions policy. ARNG personnel policy is managed by the ARNG Staff Chaplain.

c. The DACH–Personnel manages and executes all RA chaplain assignments.

d. The DACH–RCs Integration, USARC, ARNG Staff Chaplain, and JFHQ–SRARNG–CH manage RC chaplain assignments according to the following guidelines:

(1) In collaboration with DACH–RCs Integration, the USARC Command Chaplain and the subordinate Command Chaplains determine chaplain manning strategies for TPU Chaplains.

(2) The DACH–RCs Integration assigns IRR, AGR, and IMA chaplains.

(3) The JFHQ–SRARNG–CH recommends to their commanders ARNG chaplain and religious affairs specialist assignments and 32 USC Federal technicians assignments.

(4) ARNG Staff Chaplain manages the 10 USC AGR (ARNG) chaplain and religious affairs specialists.

8–8. Voluntary and mandatory release from active duty

a. The CCH is the approving authority for AC chaplain voluntary resignations, retirements, and non-regulatory ADSO waiver requests.

b. When a chaplain’s tour of active duty is terminated due to discharge or retirement, the period of service will be characterized as honorable, general (under honorable conditions), or under other than honorable, depending on the circumstances. Characterization of service normally reflects the officer’s pattern of behavior and duty performance

rather than an isolated incident. However, there are circumstances in which conduct reflected by a single incident may provide the basis of characterization of service. Chaplains may also be separated from military service as the result of a dismissal at a General Court Martial.

c. Unless waived by DA chaplains who have incurred an ADSO because of participation in either the advanced civilian education or clinical pastoral education (CPE) programs must complete the term of obligated service prior to voluntary separation.

d. The CCH will make maximum use of voluntary release programs to minimize involuntary separations.

e. The CCH will establish branch eligibility criteria for participation in voluntary separation incentive programs, when available.

f. MRD is the date an officer must separate from active duty due to non-selection for promotion (MAJ, LTC) or because of reaching maximum age or years of service set by public law. The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)) is the final approval authority for ACMRD deferment requests. In making a recommendation to the ASA (M&RA), the CCH will consider all MRD deferment requests on a case-by-case basis and will address critical branch personnel needs.

g. The ARNG Staff Chaplain will coordinate with the ARNG DA Boards section to review requests for MRD extensions and will forward subsequent recommendations to OCCH for concurrence or non-concurrence.

8-9. Loss and/or change of ecclesiastical endorsement

a. All chaplains are required to have on file with OCCH a DD Form 2088 (Statement of Ecclesiastical Endorsement) submitted for them by an AFCB listed endorsing agent. If an endorsing agent withdraws a chaplain's ecclesiastical endorsement, or a chaplain requests a change of endorsement, then the officer must immediately cease from all religious support, until a new endorsement is approved. Under no circumstances will the chaplain perform any chaplain functions without a valid ecclesiastical endorsement.

b. A withdrawal of ecclesiastical endorsement is official when a chaplain's endorsing agent notifies the CCH of the loss of endorsement in writing. In accordance with DODI 1304.28 and AR 600-8-24, the CCH will then notify the chaplain of the loss of endorsement. For RC chaplains, DACH-Personnel will also notify the USARC Command Chaplain or the ARNG Staff Chaplain of the loss of endorsement. When an ecclesiastical endorsement changes for a chaplain in the ARNG, JFHQ-SRARNGCH notifies the ARNG Staff Chaplain, who, in turn, will notify OCCH. The chaplain will be offered the following four options:

(1) Seek a new ecclesiastical endorsement from an AFCB listed endorsing agent. If another ecclesiastical endorsement is not obtained, the chaplain will undergo involuntary separation in accordance with AR 600-8-24 or AR 135-175.

(2) Submit a voluntary retirement request, using memorandum format provided by DACH-Personnel, if eligible.

(3) Submit an unqualified resignation request, using memorandum format provided by DACH-Personnel. If the chaplain has not fulfilled his or her military service obligation, then the request is forwarded to the ASA (M&RA) for waiver approval.

(4) Request a branch transfer. If a chaplain is granted an appointment in another branch, the officer will not wear the chaplain branch insignia or be assigned to a chaplain position.

c. Chaplains seeking a change in ecclesiastical endorsement must submit a request to, and using memorandum format provided by, DACH-Personnel and coordinate the action with both current and prospective endorsing agents to avoid a lapse of endorsement.

d. The CCH is the acceptance authority for all chaplain change in ecclesiastical endorsement requests. If an ecclesiastical endorsement request is not accepted, the requesting chaplain is subject to separation proceedings in accordance with loss of ecclesiastical endorsement. The CCH may convene a special advisory board to review the chaplain's request.

8-10. Adverse personnel actions

When notified of an impending command adverse action against a chaplain (AC or RC), the SrCH, JFHQ-SRARNG-CH, USARC, ARNG Staff Chaplain, or senior supervisory chaplain in a deployed environment will—

a. Immediately inform the CCH, DCCH, or Chief of Staff, OCCH.

b. Direct the chaplain concerned to contact their ecclesiastical endorsing agent. No chaplain will contact the endorsing agent of any other chaplain about pending or probable adverse personnel actions without CCH permission.

8-11. Chief of Chaplains prerogatives

The CCH reserves the right to discuss the health, welfare, and behavior of all chaplains with their respective endorsing agents, within the limits established by the Privacy Act of 1974, AR 40-66, and AR 340-21. The trust relationship between the Chaplain Corps and ROs is maintained by open communication and the exchange of information regarding the well-being of endorsed chaplains and Family members. However, the Privacy Act may preclude the CCH from

providing endorsing agents with requested information because of confidentiality or the restrictions of an on-going investigation.

8–12. Reserve Component chaplain officer promotions

a. Chaplain Candidates in the grade of 2LT will be considered for promotion without review by a selection board, in accordance with the timeline established in AR 135–155. Completion of CHBOLC is not required for IRR and TPU chaplain candidates to be considered for and promoted to 1LT, in accordance with AR 135–155.

b. Up to three times each year DACH, in conjunction with the ARNG Staff Chaplain, will review the official military personnel records of all 1LT chaplains and chaplain candidates (AOCs 56A, 56D and 56X) who have not been previously selected. Officers will be screened to meet the following requirements for eligibility for promotion consideration as of the date of the review:

- (1) Possess minimum time in grade as 1LT, to include constructive credit.
- (2) Have completed educational requirements (both Civilian and military) for promotion to CPT.
- (3) Will have not less than 12 continuous months in an active status.

c. DACH will certify that officers on each of the “All Fully Qualified” lists meets the requirements of 10 USC 14308(b)(4), which are that all officers on the list:

- (1) Would be eligible for consideration for promotion to the rank of captain by a promotion selection board convened under 10 USC 14101(a).
- (2) Are fully qualified for promotion to the rank of captain.
- (3) Are needed in the rank of captain to accomplish mission objectives.

d. Chaplain candidates (56X) being in an educational delay status and under the supervision of a chaplain will not be promoted until the chaplain candidate has applied for, and has been accepted as, a chaplain (56A).

e. The provision of AR 135–155 will not apply to chaplain candidates who are selected for promotion, until they are appointed as a chaplain (56A). Chaplain candidates will not be transferred into the IRR for promotion and will continue as members of a TPU under the supervision of a chaplain.

f. If a chaplain candidate (56X) does not become a chaplain, but is branch transferred, the selection for promotion under this regulation will be vacated. The officer will go before the first captain promotion board for the branch which the officer has been transferred.

Chapter 9 Training

Section I Introduction and Responsibilities

9–1. General

Branch specific and appropriate professional training provide the skills and knowledge that enable chaplains and religious affairs specialists to provide religious support and perform staff functions in the Army and the Joint environment. In addition to individual training, chaplains and religious affairs specialists conduct collective training to increase effectiveness in the delivery of unit and area religious support. See paragraph 1–10 for commanders’ responsibilities, paragraph 1–9 for the CCH’s responsibilities, and paragraph 1–9r(5) for the USACHCS Commandant’s responsibilities.

9–2. Responsibilities for subject matter expert training

a. Chaplains are selected to receive additional training and education to provide subject matter expertise capabilities to the U.S. Army. Chaplain Corps subject matter experts include: FLCs, CPE, Comptroller and/or Resource Management, World Religions, Ethics, Trainer and/or Mentors, and others as required.

b. Commanding General, MEDCOM will—

- (1) Implement the CCH professional development training initiatives involving health care ministry.
- (2) Provide CPE at selected Army Medical Centers for chaplains.
- (3) Provide short-course clinical ministry training for chaplains and religious affairs specialists.
- (4) Issue course development guidance to Army Medical Department Center and School for CPE, CPE 7–R Trainer program, and Chaplain Clinical Ethicist training.
- (5) Resource training for CPE, CPE 7–R Trainer program and Chaplain Clinical Ethicist (clinical training only).
- (6) Design and implement chaplain postgraduate professional short courses through the Army Medical Department Center and School.

9-3. Supervisory responsibilities for training

Supervisory religious support personnel will—

- a.* Ensure religious support personnel are participating in their respective (garrison, region, JFHQ) Chaplain Corps Training Plan throughout the assigned command area of responsibility.
- b.* Ensure chaplains and religious affairs specialists create training plans for their organizational level utilizing Army Training and Leader Development (see AR 350-1), the CCH's TLDG, unit training guidance, and supervisory UMT training guidance.
- c.* Integrate training plans into unit and command training plans and budget.
- d.* Provide training for Soldiers and Families as required by Army regulation (such as, AR 350-1 and AR 600-63), DCS, command directive, and CCH guidance. Collaborate and coordinate training opportunities and resources.
- e.* Utilize Train the Force Committees for collaboration and synchronization with the DACH Operations-led Train the Force Committee.
- f.* Oversee the implementation of post-CHBOLC reinforcement training.
- g.* Ensure UMTs take part in published CCH's training.
- h.* Provide DACH Operations after action reviews and/or training reports in accordance with DACH Operations guidance.

Section II

Chaplain Training

9-4. Domains of training

- a.* Chaplain training builds on and sustains professional competencies to function effectively as religious leaders and staff officers in the Army. Training is a continuous process throughout the chaplain's career and is conducted across the three domains of Army Training: institutional, operational, and self-development.
- b.* Institutional training for chaplains includes: CHBOLC, Chaplain Captains Career Course (C4), Brigade Functional Area Qualification Course (the branch component training of intermediate level education (ILE)), Joint PME, Senior Service College, Advanced Civil Schools, and chaplain functional courses as part of PME for chaplains.
 - (1) DACH-Personnel assigns AC chaplains to attend institutional courses at USACHCS.
 - (2) The RSC schedules and enrolls USAR chaplains to attend CHBOLC, C4, and ILE. HRC will schedule and enroll USAR chaplains who are selected for Senior Service College.
 - (a)* To attend CHBOLC chaplains and chaplain candidates must provide a diagnostic APFT (with a minimum score of 60 in each event) within 6 months of the class they desire to attend.
 - (b)* Chaplain Branch officers will take a record APFT prior to graduation from a CHBOLC.
 - (3) USARC Chaplain Directorate schedules and enrolls chaplains to attend institutional training to include the Brigade Functional Course and LTC and/or COL courses.
 - (4) The ARNG chaplains attend institutional and chaplain functional courses through coordination with their JFHQ-SRARNG-CH.
 - (5) Chaplains are board-selected to attend ILE resident and regional training, and the Army War College resident and non-resident. The DACH-Personnel notifies AC and DACH-RCs Integration notifies USAR chaplains when selected for these courses. ARNG chaplains are notified by the JFHQ-SRARNG-CH. Chaplains not selected to attend ILE resident or regional training must complete the training by either DL or through the Army school system.
- c.* Operational training consists of command-directed and branch-specific training.
 - (1) Command-directed unit training. All chaplains support and participate in their unit training plan; however, chaplains will not bear arms (see para 3-1f). Chaplains train and achieve proficiency at both religious support and staff functional tasks as well as their Warrior tasks and drills.
 - (2) Chaplain corps-specific training. CCH publishes TLDG and training products that are executed at the garrison, State and/or territory, region, or command level. All chaplains are expected to support and participate in consolidated UMT training.
- d.* Self-development training focuses on lifelong learning. Self-development allows individuals to pursue personal and professional development goals that cannot be met by institutional and operational training. Every chaplain and religious affairs specialist pursues a lifetime goal of professional and personal growth to sustain peak proficiency and professional expertise. They will develop and regularly update a self-development action plan. Supervisors will provide regular feedback on performance and assist their subordinates in developing and/or refining a development action plan to guide performance improvement.

9-5. Post-Chaplain Basic Officer Leadership Course reinforcement training

- a.* The intent of this program is to increase individual pastoral skills and to improve supervisory and coaching capabilities through the PME programs of instruction and unit-based operational training.
- b.* AC chaplains on their first assignment are required to participate in a pastoral skills training (PST) program

focusing on either Family Life counseling skills or CPE. Chaplain supervisors of initial term chaplains are required to lead each newly-assigned chaplain through a personalized individual development and spiritual development plan. The DL staff at USACHCS will enroll RC CHBOLC graduates into the post CHBOLC reinforcement training DL course.

c. Post-CHBOLC reinforcement training elements include: DL, PST, unit-based operational training, and professional self-development training.

(1) *Distance learning.* This training currently consists of C4 Phase 1 which applies only to Chaplains in the USAR and ARNG.

(2) *Pastoral skills training.* PST has two parts: pastoral skills training-family life (PST-FL) and PST-Clinical. The post-CHBOLC reinforcement training requires initial term AC chaplains to complete one phase of PST-FL or one phase of PST-Clinical. PST is conducted in integrated units that comprise a complete training process. A complete unit of PST includes 100 hours of training conducted over a 12 to 20 week period. Typically, a chaplain participating in PST will meet with a PST training group for 1 day each week and once separately each week with the supervising trainer. Total training time each week is 5 to 8 hours.

(3) *Unit-based operational training.* Two critical components are:

(a) METL-based UMT training built on an assessment of the UMT's ability to execute the collective battle staff and individual tasks required to accomplish the mission of their unit as envisioned in the commander's training guidance.

(b) Supervisory counseling (professional growth and/or career development, event, and performance) and professional development coaching.

(4) *Professional self-development.* This training is the responsibility of the individual and focuses on expanding personal knowledge and experience to supplement training from the institutional and operational domains. It is based on a person's self-assessment and enhances professional skills for the present position or prepares the individual for future positions and responsibilities. Each person should seek advice and counsel from schools, leaders, mentors, and peers to determine individual strengths and weaknesses. The goal is to create a culture of lifelong learning through professional self-development.

9-6. Chaplain Advanced Education Program

a. The Chaplain Advanced Education Program exists to provide selected chaplains with the skills necessary to meet certain assignment specific requirements. DACH-Personnel is responsible for convening a Chaplain Advanced Education Program DA Central Regulatory Selection Board annually (see AR 621-1). The board nominates qualified AC chaplain applicants to attend CPE training and Advanced Civil Schooling for fully- and partially-funded civilian degrees at approved institutions for up to 15 months.

(1) Graduates of Advanced Civil Schooling will apply their specialized training in Army Educational Requirements Systems positions such as CPE supervisor, Family Life Ministry, Ethics, Biomedical Ethics, World Religions, Business Administration and/or Comptrollership, and other disciplines deemed necessary by the CCH.

(2) The MEDCOM Commander, in coordination with the CCH, validates CPE requirements for MEDCOM and appoints the MEDCOM Command Chaplain as the Field Operating Lead Agent for Army CPE. The MEDCOM Commander also funds MEDCOM-established CPE programs and accreditation and/or certification fees and provides for CPE supervision.

(3) Students are selected each year to attend CPE training in accordance with Army requirements. The MEDCOM CPE programs (1 year in duration) meet the requirements for the 7R skill identifier.

b. Chaplains completing Advanced Civil Schooling, CPE, and Supervisor-In-Training incur an ADSO for a period equal to three times the length of the schooling and training but not more than 3 years in a utilization tour unless released sooner for the convenience of the U.S. Government (see AR 350-100).

c. The CCH will maintain FLC Training and Resource Centers to support Family Life training and ministry. FLC Training and Resource Centers support the schooling of FLCs and Supervisors in Training and are staffed by a religious affairs specialist and a Family Life-qualified chaplain supervisor. These centers will provide distance clinical supervision, curriculum, and professional development for FLCs in the field.

d. The 2-week RC FLC Integration Course is offered annually at one of the active duty FLC Training Centers. Training focuses on chaplains developing supervisory skills for providing pastoral care and pastoral counseling training, and includes the observation of a treatment team with live cases, solution-focused supervision, theological integration, action-reflection learning process, group supervision dynamics, a review of pastoral skills topics, and other pastoral counseling concerns. This training can be done in lieu of annual training with approval of the JFHQ-SRARNG-CH.

Section III

Religious Affairs Specialist Training

9-7. Levels of training

Religious affairs specialist (56M) training prepares a Soldier to perform as a member of the UMT in increasing levels of responsibility. The institutional training for the religious affairs specialist includes the following:

- a. Skill Level 1 courses (military occupational specialty 56M10).*
- (1) Advanced individual training.
 - (2) Total Army Reclassification Chaplain Assistants Course for Soldiers of all components who have completed one advanced individual training and are unable to attend advanced individual training at USACHCS.
 - (3) Chaplain Fund Clerk Course.
- b. Skill Level 2 courses (military occupational specialty 56M20).* Warrior Leaders Course, a noncommissioned officer education system (NCOES) course offered at Army training centers, National Guard academies, and USAR academies. The Warrior Leaders Course is a prerequisite for attending the Advanced Leaders Course (ALC).
- c. Skill Level 3 courses (military occupational specialty 56M30).*
- (1) Chaplain Assistant ALC, an NCOES course offered at the Soldier Support Institute NCO Academy, National Guard academies (Phase 1 only), and USAR academies (Phase 1 and 2). ALC prepares a 56M to work at brigade level. ALC is a prerequisite for attending the Senior Leaders Course.
 - (2) Battle Staff (additional skill identifier 2S).
 - (3) Chaplain Fund Manager Course.
- d. Skill Level 4 courses (military occupational specialty 56M40).* Chaplain Assistant Supervisor Senior Leaders Course, an NCOES course offered at the Soldiers Support Institute NCO Academy, National Guard academies, and USAR academies.
- e. Skill Level 5 courses (military occupational specialty 56M50).* SrCH Assistant NCO Course.
- (1) Senior Staff NCO Course.
 - (2) Sergeants Major Academy.

9–8. Other religious affairs specialist training

- a.* Refer to DA Pam 600–25 for specific information on institutional and operational training.
- b.* Religious affairs specialists participate in collective MOS-specific and professional development training derived from the CCH's TLDG and published CCH's training products that is executed at the garrison, State and/or territory, region, or command level. All religious affairs specialists are expected to support and participate in consolidated UMT training, such as the training offered at garrisons, Chaplain Corps designed training conducted by DACH, and training and Leader Development at their ACOM, ASCC, DRU, USARC, and JFHQ–SRARNG–CH level.
- c.* Religious affairs specialists train and achieve proficiency at religious support and staff functional tasks as well as their Warrior tasks and drills.
- d.* Self-development training allows individuals to pursue personal and professional development goals that cannot be met by institutional and operational training. Every religious affairs specialist must commit to a lifetime of professional and personal growth. Supervisory religious affairs specialists assist subordinates in preparing and maintaining a self-development plan, preparing them for leadership at the next level.
- e.* As part of their duties, ARNG religious affairs specialists will be required to make assessments for Soldiers, Family members, and DA Civilians dealing with possible suicidal ideations and other issues. A 2-day applied suicide intervention skills training will be required to provide the skills for each 56M to act in that capacity.
- f.* ARNG religious affairs specialists will train in DSCA to understand and be able to conduct religious support operations in that operating environment.

Section IV Moral Leadership Training

9–9. Introduction

- a.* The MLT program of the Army is a commander's program used to build more cohesive units with stronger Soldiers, Civilians, and Families by addressing a variety of moral, ethical, social and spiritual issues. The CCH exercises HQDA responsibility for MLT in the Army (see AR 350–1).
- b.* Based on the commander's intent, MLT applies Army values, the enduring social commitments embodied in our nation's founding documents, applicable legal statutes, military regulations, professional standards and traditions, and related concepts to enhance moral standards and resilience, strengthen character, promote American identity, and empower leaders with credibility.

9–10. Concept

- a.* Many moral issues affect the lives of Soldiers, Civilians, and Families, impacting effectiveness of service, command climate, unit readiness and cohesion. The commander uses MLT to promote unit readiness, good order and discipline, warrior ethos, spiritual fitness, positive moral choices and Soldier and Family care.
- b.* The chaplain, as the commander's advisor in matters of morals and morale as affected by religion, is the principal staff officer for this program. In MLT, the chaplain and religious affairs specialist utilize values integral to the

Profession of Arms, tools from a variety of human dimension disciplines, religious and spiritual factors related to ethical decisionmaking, and character development.

c. MLT is a command-directed program, a staff advisor chaplain function, and not a religious program. Its purpose is to strengthen moral development and resilience within the command.

d. Chaplains may provide MLT, in accordance with AR 350–1 and DA Pam 165–16, which supports leader development of Soldiers in the Army profession.

Chapter 10

Chaplain Corps Mobilization and Readiness

10–1. General

The RC chaplains and religious affairs specialists will be ready, trained, and equipped to respond to State and Federal missions. The UMTs mobilize and deploy with units to ensure religious support is provided. This chapter addresses both the mobilization and deployment of RC UMTs to include individual augmentees (IAs). Unless stated otherwise, mobilization will refer to serving under the authority of 10 USC.

10–2. Guidance

a. All RC chaplains must complete the CHBOLC prior to being mobilized and/or deployed for continental United States (CONUS) or OCONUS employment in accordance with 10 USC.

b. The RC chaplains must possess a valid DD Form 2088 to mobilize.

c. Retired chaplains must obtain a current DD Form 2088 prior to recall to active duty with “Retiree Recall” comment in remarks.

d. The cross-leveling of chaplains and religious affairs specialists is conducted as an exception and requires detailed coordination between all appropriate HQs. Any cross-leveling between AC and RC must have OCCH approval. Unit integrity will be maintained when possible. The CCH priorities for cross-leveling chaplains and religious affairs specialists are—

(1) Deploying units with vacant authorized UMT positions.

(2) Installations supporting significant populations of Family members that need UMT augmentation in support of contingency requirements.

(3) HD–LD religious group requirements.

(4) Training centers.

(5) Other requirements validated by the CCH.

e. Cross-leveling of ARNG chaplains and religious affairs specialists requires notification and coordination of the JFHQ–SRARNG–CH, the State and/or territory Adjutant General and ARNG Staff Chaplain. Cross-leveling of TPU USAR chaplains and religious affairs specialists requires notification and coordination of the USARC.

10–3. Mobilization management

a. During contingency operations, mobilization, and deployments, the CCH manages chaplain and religious affairs specialist assets through a decentralized process that allows quick response to contingency requirements. The DACH–Operations: Operations, Mobilization and Deployment Officer has administrative management responsibility to coordinate mobilization of Chaplain Corps assets. The Chaplain Corps Regimental SGM has oversight management responsibility for mobilization and deployment of religious affairs specialists.

b. Additional mobilization and contingency guidance is outlined in the Chaplain annex P of the Army Mobilization and Operations Planning and Execution System, DA Personnel Policy Guidance for Overseas Contingency Operations, CCH Individual Augmentation Policy, U.S. Army Forces Command (FORSCOM) Mobilization Deployment and Execution System, and other ACOMs and Unit Mobilization and Contingency Plans. The CCH provides ACOMs, ASCCs, DRUs, ARNG Staff Chaplain, JFHQ–SRARNG–CH and RC Command Chaplains with additional guidance regarding the mobilization and deployment of chaplains and religious affairs specialists. Coordination will be accomplished via the appropriate command and technical channels.

10–4. Mobilization responsibilities

a. The CCH provides the leadership for UMT mobilization readiness. Chaplain assets are managed by the CCH through the functional counterparts at ACOMs, ASCCs, DRUs, ARNG Staff Chaplain, JFHQ–SRARNG–CH, RC commands and garrisons.

b. The CCH manages, in coordination with the Deputy Chief of Staff, G–3, the sourcing of chaplains and religious affairs specialists from AC and RC assets to meet IA requirements in contingency operations, rear detachment religious support, HD–LD chaplain requirements, and other unique religious support mission requirements.

(1) The Director, DACH–Operations, serves as the principal subject matter expert on Chaplain Corps contingency operations, mobilization, deployment, and readiness.

(2) The Director, DACH–Operations, advises the CCH with periodic updates on AC and/or RC UMTs utilized to meet the above mission requirements.

c. The U.S. Army FORSCOM Chaplain exercises chaplain staff responsibility to assess the readiness and mobilization, training, and preparing of CONUS UMTs for deployment.

(1) The FORSCOM Chaplain conducts an annual Chaplaincy Readiness and Mobilization Planners Training Workshop to validate and maintain Chaplain Corps mobilization and readiness capability.

(2) The FORSCOM Chaplain will maintain authorship of the Chaplaincy Handbook on Readiness and Mobilization in collaboration with DACH Operations and the RCs.

(3) The FORSCOM Chaplain will routinely communicate contingency operations and mission requirements with DACH Operations.

d. The USARC Command Chaplain manages the planning and mobilization of USAR TPU UMTs.

(1) The USARC Command Chaplain, in coordination with ARNG Staff Chaplain and DACH–RCs Integration maintains a volunteer roster of RC (to include TPU, IRR, IMA, and ARNG) chaplains and religious affairs specialists eligible for supporting IA missions.

(2) The USARC Command Chaplain nominates to DACH Operations, ACOMS, and other agencies RC chaplains and religious affairs specialists eligible for IA assignment.

e. The ARNG Staff Chaplain serves as the principal subject matter expert to the CCH reference ARNG chaplain mobilization, deployment and readiness.

(1) The ARNG Staff Chaplain monitors the mobilization planning and execution of ARNG UMTs supporting DA and JFHQ missions.

(2) The ARNG Staff Chaplain provides periodic updates of mobilized UMTs under Title 32 or Title 10 to the OCCH.

(3) The ARNG Staff Chaplain, in coordination with the USARC Command Chaplain and DACH–RCs Integration, maintains a volunteer roster of RC (to include TPU, IRR, IMA, and ARNG) chaplains and religious affairs specialists eligible for supporting IA missions.

f. The JFHSC and USARC Command Chaplains monitor the readiness and mobilization of UMTs within their commands to provide situational awareness through appropriate HQs and to the OCCH.

g. The First Army Chaplain evaluates and assists in RC UMT mobilization training and maintenance of force structure.

h. The ACOM, ASCC, USARC, ARNG Staff Chaplain, and DRU Command Chaplains maintain situational awareness of mobilization issues and provide monthly assessments of future requirements for mobilized or deployed RC assets to the OCCH.

i. The Commandant, USACHCS, implements a Mobilization Curriculum in the Program of Instruction for use in the officer and enlisted professional development courses at USACHCS.

j. The Garrison Chaplain:

(1) Coordinates RS to CONUS Replacement Centers and Mobilization Station Soldier Readiness Program (SRP) sites.

(2) Appoints a Chaplain Readiness and Mobilization Planner.

(3) Maintains a current Mobilization standard operating procedure (SOP) and UMT Mobilization and/or Deployment Planner Handbook on Readiness and Mobilization.

(4) Recommends manning adjustments through appropriate commands to meet mission requirements.

(5) Monitors garrison mobilization TDA authorizations and requirements.

(6) Provides a periodic report of mobilized RC UMTs supporting the garrison missions to the HQ, IMCOM Chaplain.

10–5. Office of the Chief of Chaplains capabilities to meet individual augmentee requirements

a. Active duty and RC chaplains and religious affairs specialists may be reassigned to meet validated IA requirements.

b. The RC chaplains and religious affairs specialists may volunteer through their respective JFHQ–SRARNG–CH, The Adjutant General and ARNG Staff Chaplain Office to be mobilized to meet validated IA requirements during post deployment dwell time. Chaplain Corps IA requirements will be documented by a CCH-directed process that balances the Chaplain Corps requirements against total Chaplain Corps assets.

10–6. Reporting

The ACOM, ASCC, DRU, USARC Command Chaplains, and ARNG–Staff Chaplain will consolidate and render a status report periodically as determined by the CCH to DACH–Operations listing the name, grade, component,

denomination, unit, destination, and length of deployment (OCONUS) and employment (CONUS) of all chaplains and religious affairs specialists mobilized for all contingency operations.

10–7. Logistics

All mobilized RC chaplains and religious affairs specialists are provided logistical support by their unit of assignment or attachment (see chap 12).

10–8. Exercises and training

a. All chaplain mobilization planners will actively participate in exercises to improve readiness, validate mobilization plans, and increase contingency capabilities.

b. All RC UMTs follow the CCH's and FORSCOM Chaplain's training guidance, participate in CCH training and all unit mission planning, mission rehearsal exercises, and field exercises.

Chapter 11

Army Chaplain Corps Communications, Knowledge Management, and Information Systems

11–1. General

This chapter establishes the policies and assigns responsibilities for the management of Chaplain Corps communications, knowledge management, and information systems. The objective is to establish and maintain information systems and business processes that are fully integrated with the DOD and the Army. For the purposes of this chapter:

a. The term “communications” refers to all policies, resources, and activities employed in the development and dissemination of Chaplain Corps information to audiences internal and external the Army Chaplain Corps.

b. The term “information technology” refers to any equipment used in the storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of voice, image, data, or information by the Federal Government.

c. The term “information systems” refers to an integrated set of information technology components for collecting, storing, processing, and communicating information (including support services).

d. The term “knowledge management” refers to the processes and procedures for transforming an individual's tacit knowledge into organizational explicit knowledge and the sharing of that knowledge across the organization. Knowledge management connects people, knowledge, and technologies to create shared understanding through the alignment of people, processes, and tools within the organizational structure and culture in order to increase collaboration and interaction between leaders and subordinates.

11–2. Chaplain Corps Automated Religious Support System

CCARSS is the Army Chaplain Corps' suite of software applications and information system supporting Chaplain Corps religious support missions Armywide. CCARSS leverages commercial and DOD technology infrastructures and the latest DOD-approved application platforms and software applications to deliver comprehensive technology solutions, capabilities, support, and training to the Chaplain Corps worldwide. CCARSS automates Army Chaplain Corps business processes, implements knowledge management principles and processes, and delivers net-centric application solutions to the Army Chaplain Corps in support of the CCH strategic objectives. CCARSS also provides controlled access to Chaplain Corps resources and information and ensures information is efficiently delivered and effectively shared across all functional and hierarchical levels of the Army Chaplain Corps.

a. CCARSS is the only CCH-approved system to accomplish the overall information technology, knowledge management, and communications objectives of the Army CCH.

b. The CCARSS consists of Chaplain Corps branch-developed applications, knowledge resources, and external communication conduits into a total religious support system that support CCH strategic objectives and enforces Chaplain Corps policies and procedures.

c. The CCH is the approval authority for all proposals that seek to modify the existing CCARSS infrastructure to ensure the compatibility and integrity of CCARSS. All proposals for expanding CCARSS must be consistent with the DOD, DA, OCCH policies, and must be approved by the CCH prior to implementation.

11–3. Chaplain Corps Religious Support System Advisory Group

The CCARSS Advisory Group continuously evaluates organizational processes and technology systems to formulate recommendations for improvements to organizational processes and technology resources. It maintains a 5-year Chaplain Corps Enterprise Technology Plan that leverages the capabilities of emerging technologies and ensures synchronization with the DOD and the Army.

a. The CCARSS Advisory Group serves as the deliberative body to plan, develop, and execute the CCH Enterprise Technology Plan for the Chaplain Corps.

b. The Director, DACH–Sustainment and Information acts as the CCARSS Advisory Group Chair and exercises supervisory responsibility for the execution of CCH-directed modifications to CCARSS.

c. CCARSS Advisory Group activities and procedures are governed by a CCH-approved CCARSS Advisory Group Charter.

11–4. Chaplain Corps Communication Working Group

The Chaplain Corps Communication Working Group (C3WG) serves as a working group under the direction of the Director, DACH–Operations to provide advisement, synchronize support, solve problems, and plan in the area Chaplain Corps Communications. The Director, DACH–Operations will brief the CCH on all communications matters for decision, guidance, and direction.

a. The C3WG serves as the deliberative body to plan, develop, and execute the Communication Strategy and Plan of the OCCH, for the Chaplain Corps.

b. The Director, DACH–Operations acts as the C3WG Chair and exercises supervisory responsibility for the development of the Chaplain Corps Communication Strategy, and the execution of the Chaplain Corps Communication Plan.

c. C3WG activities and procedures are governed by a CCH-approved C3WG Charter.

Chapter 12 Logistics Management

12–1. General

a. *Authority.* Commanders are required to furnish chaplains with facilities, equipment, and transportation necessary to perform their duties.

b. *Chaplain Corps logistics management.* Chaplain Corps logistics management is a process encompassing requirements related to planning, acquisition, accountability, use, maintenance, and disposal of all religious facilities, equipment, and supplies.

12–2. Responsibilities

a. Commanders at all levels are responsible for providing religious support, supplies, and equipment needed for the religious support mission.

b. The CCH exercises oversight responsibility for Chaplain Corps unique materiel requirements, procurement decisions, distribution strategy, and logistics management for all religious support items furnished through APFs.

(1) The DACH–Sustainment and Information exercises logistics management responsibility for chaplain religious support supplies, equipment, and products. The DACH–Sustainment and Information accomplishes its logistics management responsibility in coordination with the CDID, USACHCS, U.S. Army Materiel Command (AMC), and Defense Logistics Agency (DLA).

(2) The CDID, USACHCS, is responsible for requirements recommendations for Materiel and Organization. AMC monitors and coordinates acquisition-related research, and development of chaplain-specific logistics supplies and equipment (see AR 71–9).

(3) The AMC coordinates with CDID for the collection and processing of Operational Needs Statements and Wartime Rapid Acquisition Processes.

(4) The AMC Command Chaplain manages the Chaplain Acquisition Program for development and testing of supplies and equipment.

(5) The DLA coordinates joint acquisition actions, establishes DOD inventory, and facilitates distribution of Chaplain-specific supplies and equipment.

c. Command and Garrison Chaplains are responsible for—

(1) Training Chaplain Corps personnel regarding DOD, DA, and local logistics policy and regulation, and all procedures for procurement and disposal of religious support supplies and equipment.

(2) Establishing and maintaining a religious support supply plan, which documents the religious support supplies, equipment, and facility requirements needed to accomplish the religious support mission.

(3) Establishing and maintaining a real property management plan which includes facility usage and property accountability.

(4) Conducting an annual validation of a 5 year master replacement plan with IMCOM and DACH–Sustainment and Information.

(5) Ensuring that all supply and property management plans and procedures comply with local garrison and command policy.

12-3. Religious facilities

a. Construction. The Garrison Chaplain is responsible for identifying religious facility construction requirements and ensuring those requirements are included in the installation master plan. Garrison Chaplains will forward a copy of all active military construction projects through the HQ, IMCOM Chaplain to DACH-Sustainment and Information not later than 30 days after the beginning of each fiscal year (DD Form 1391 (FY__Military Construction Project Data) and AR 420-1).

b. Space requirements.

(1) Formulas from the DOD Unified Facilities Guide MIL-STD-3007 and DA Pam 415-28 establish authorized space based on the Army Stationing and Installation Plan population. The DACH-Sustainment and Information prioritizes funding for facility renovation projects. Space allowance for chapels in hospital facilities is based on the number of beds in the hospital.

(2) Chaplain office space requirements.

(a) Garrison Chaplains will appoint chaplains and religious affairs NCOs as facility managers in charge of religious facilities. Chapel managers and their NCOs in charge may occupy office space in chapels.

(b) Commanders will provide the UMT with appropriate private office space in the unit area that supports the requirement for confidentiality and privileged communication.

c. Religious facilities designs. Religious facilities are constructed in accordance with standard designs under the Facilities Standardization Program through Army Corps of Engineers, Center of Standards. Standard designs include detailed religious functional requirements to accommodate diverse religious groups. Religious facility standard design reviews or modifications to chapel standard design must be staffed through OCCH and approved by Office of the Assistant Chief of Staff for Installation Management Facility Design Team.

d. Types of facilities. The types of religious facilities are as follows:

(1) Chapel (Facility Category Code 73017).

(a) Basic Chapel (Small, Medium, and Large).

(b) Enhanced Chapel (Small, Medium, and Large).

(c) Initial Entry Training Chapel.

(2) Religious Education Facility (Facility Category Code 73018).

(a) Small.

(b) Medium.

(c) Large.

(3) Family Life Center (Facility Category Code 73019).

e. Unspecified minor military construction, Army. DA Pam 420-1-2 outlines procedures guiding the unspecified minor military construction Army program for unspecified minor construction requirements that cannot wait for normal programming procedures. Consideration of economy, efficiency, welfare, or morale alone is not sufficient justification for considering a project.

f. Furnishings and equipment. Chapel furnishings and equipment listed as Installed Building Equipment are part of the construction contract and should be financed with military construction Army funds in accordance with AR 420-1 and with reference to DA Pam 420-1-2. Interior packages will be programmed on a timely basis, but not in advance of congressional approval of funding for the project.

g. Maintenance of facilities. The Director of Public Works is responsible for planning, coordinating, and programming resources for engineering functions, which include maintenance and repair of facilities, minor construction, custodial services, grounds, fire prevention and protection, and refuse collection and disposal. The Garrison Chaplain or designee will conduct quarterly inspections of religious facilities.

h. Use of chapel facilities. Religious facilities on military installations are classified as dedicated facilities. Appropriate activities, which do not detract from its primary purpose, may be scheduled on a temporary basis. Such facilities are used for religious services for military personnel, their Family members, DOD Civilians, and retirees. Provisions will be made in the construction of the facility to accommodate the requirements of distinctive religious groups. The Garrison Chaplain or designee will manage the scheduling and use of all religious facilities for the SC to implement the CMRP.

(1) Distinctive religious groups represented in the command may use religious facilities on a space available basis under the supervision of a chaplain.

(2) Other appropriate command activities may be conducted in the facility, when the facility is not being used for religious purposes. Appropriate activities are those which do not detract from the perception of sacred space dedicated to the spiritual well-being of individuals. Chapel sanctuaries are not generic lecture halls or morale, welfare, and recreation (MWR) sites.

(3) Chapels should be available for meditation and prayer when formal religious services are not scheduled.

(4) Consideration for scheduling use of facilities will be based upon—

(a) Availability when the use of the chapel facility does not conflict with recurring scheduled services of worship or other recurring religious program activities.

- (b) Distinctive religious group requirements, traditions, and practices.
 - (c) Priorities established by local SOPs or supplemental regulations.
 - (d) Government entitlement to use the facility.
- (5) No fees will be charged, received, or prescribed for the use of chapel facilities or by any chaplain or religious affairs specialist for services they perform (see 18 USC 209).

i. Naming and identifying facilities. The Garrison Commander (or the commander of the command the religious facility belongs to) will designate in writing the name of a new religious facility. A religious facility will be designated by its location, a letter or number, or the name of the garrison using the building. Names should not be chosen that prescribe exclusive or primary use either by religious affiliation or by designated unit. Religious facilities will not be named for any person, living or dead, or designated by a name or term suggesting any distinctive religious group. Exceptions may be granted for facilities officially registered as historically significant (see AR 1–33).

j. Historically significant facilities. Requests to designate chapel facilities as buildings of historical significance or interest will be coordinated with DACH–Sustainment and Information (see AR 1–33, Executive Order 11593, and DA Pam 405–45).

k. Symbols. The chapel environment will be religiously neutral when the facility is not being used for scheduled worship. Portable religious symbols, icons, or statues may be used within a chapel during times of religious worship. Symbols are to be moved or covered when not in use during services. Distinctive religious symbols will not be affixed or displayed permanently on the chapel interior, exterior, or grounds. Permanent or fixed chapel furnishings, such as the altar, pulpit, lectern, or communion rail will be devoid of distinctive religious symbols.

l. Memorials. The acquisition and display of memorial plaques, markers, and signs is governed by AR 1–33. The content, design, and location will be coordinated through appropriate channels and approved by DACH–Sustainment and Information prior to installing. The guidelines listed in paragraph 12–3k apply to the installation of memorials.

m. Stained glass windows. Stained glass windows enhance the beauty of Army chapels; they are not museum pieces. Stained glass window designs should reflect the religious function of the facility without being religious group-specific, yet neither should they be devoid of all religious imagery and symbolism. All stained glass window design proposals will be staffed through the appropriate ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC Command Chaplain to OCCH for approval before a contract is negotiated for purchase, regardless of the source of funds.

n. Chapel flags. Authorization, procurement, and display of chapel flags and chaplain field flags is in accordance with AR 840–10.

o. Chapel facility conversion or disposal. Chapel facility conversions require the administrative change from one facility category code to another. Facility category code 73017 refers to a chapel. Chapels will not be converted or diverted for nonreligious use or disposed of without approval of OCCH (DACH–Sustainment and Information). Chapels may be converted to other religious use facilities (facility category codes 73018 or 19) by approval of OCCH. All equipment and ecclesiastical furnishings will be removed, stored, or shipped in accordance with applicable regulations. Architectural features such as steeples and stained glass windows will be removed with local garrison funds. Requests to keep religious architectural features must be submitted through command channels to OCCH for waiver and approval. Commanders initiate requests for chapel facility conversion through the appropriate ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARCH master planning branches and the operations division for the OCCH logistics officer (DACH–Sustainment and Information). AR 405–70 provides additional guidance.

12–4. Logistics support

a. Authorization documents. Specific authorization documents identify chaplain section or chapel equipment authorizations within the Total Army Authorization Document System Authorization documents available for UMTs to use when planning for or ordering supplies and equipment include:

(1) *Common table of allowances.* The CTA is an authorization document listing equipment, clothing, furnishings, and so forth, that can be used in either a tactical or mission support environment. Authorization for Chaplaincy equipment is defined in CTA 50–909.

(2) *Table, organization, equipment, modified table of organization and equipment, table of distribution and allowances.*

(a) The TOE and/or MTOE and TDAs are produced by the Total Army Authorization Document System. The TDAs are normally associated with sustaining base units and MTOEs with tactical units. A MTOE is a TOE modified to support specific units with unique geographical operating environments and missions.

(b) These authorization documents support the organization and equipping of units designed to deploy on operations or perform functions in the sustaining base. Each type of unit (for example, infantry, artillery, armor, and training) will have its own unique standards for equipping.

(c) The UMT must review the unit authorization document containing the list of authorized equipment. The UMT exercises property management discipline by conducting inventories of assigned equipment regardless of the equipment location and storage. It is the UMT’s responsibility to safeguard and maintain authorized unit equipment in operational condition.

(d) The UMT will notify DACH–Sustainment and Information through appropriate staff channels of changes in CTA 50–909 and CTA 50–970 authorized chaplain equipment that directly affects religious support capability.

b. *Special authorization policy.* The CCH provides authorization for special items of equipment for UMT use that may not be included in the current CTA, TDA, or MTOE.

(1) *Chaplain kits and ceremonial stoles.*

(a) The USACHCS issues chaplain kits and ceremonial stoles to all chaplains (AC and/or RC) graduating from CHBOLC.

(b) The USACHCS will not issue chaplain kits or ceremonial stoles to chaplain candidates graduating from CHBOLC. When chaplain candidates are accessioned as chaplains, they may request issuance of a chaplain kit and ceremonial stole from DACH–Sustainment and Information. All requests must include the requesting chaplain's religious group, mailing address, a copy of chaplain appointment orders, and a copy of CHBOLC graduation certificate. The DACH–Sustainment and Information will direct USACHCS to issue the chaplain kit and ceremonial stole.

(c) Chaplain kits and ceremonial stoles are issued as one-time issue, non-recoverable items of individual equipment and will be retained by the chaplain. Chaplain kits may be reissued due to loss not involving individual culpability as determined at the local level. Request for reissue will be forwarded through the respective ACOM, ASCC, or DRU to DACH–Sustainment and Information for approval.

(2) *Religious publications.* Religious materials and items that make positive statements about religious beliefs are authorized for display and distribution on military garrisons. Literature, videos, or other media presentations that attack or degrade the beliefs and practices of other religious groups will not be purchased, distributed, or displayed on military garrisons or areas under the jurisdiction or control of the Army.

12–5. Ecclesiastical equipment and supplies

Ecclesiastical equipment and supply items are listed under Federal Supply classification 9925. The DLA and the Defense Supply Center Philadelphia manage all chaplain-specific 9925 items. An updated listing of all ecclesiastical supply and equipment items can be obtained through the DLA chaplain's services Web site (<http://www.dla.mil/chaplain/>). To order, UMTs will be directed to DLA's DOD electronic mall Web site: <https://dod-emall.dla.mil/acct/>. When UMTs need ecclesiastical supplies, they must first check pricing and availability within the DOD Electronic Commerce system before making purchasing decisions. When DOD sources have the best price for ecclesiastical items, UMTs should purchase from DOD sources.

12–6. Sacred, blessed, or consecrated items

a. The Army places a high value on the rights of its Soldiers to observe the tenets of their individual religious groups. These values are expressed and extended as it also applies to the handling, storage, and disposal of sacred, blessed or consecrated items. These items may include, but are not limited to writings, texts, icons, buildings, or monuments, consecrated implements or clothing, and images. Sacred, blessed or consecrated items should be managed in accordance with the rules and traditions of the religion and along the continuum of care that provides appropriate safeguards which reflect the value of religious expression. Sacred items should not be managed inappropriately or in any way that would dishonor their respective religious significance or custom.

b. Commanders should consult with their chaplains or other appropriate religious authorities to ensure a proper and respectful continuum of care is provided for the management of sacred, blessed or consecrated items. For additional guidance in the proper handling of sacred, blessed or consecrated items, check with a chaplain of the specific religious group, a higher headquarters chaplain or Joint Force Chaplain, the Religion Culture Advisement Directorate at USACHCS, an ASCC World Religions Chaplain, or other resources available.

12–7. Property accountability

a. AR 735–5 provides general guidance on the principles and basic procedures for property accountability.

(1) All property acquired by the Army through purchase, lease, rental, transfer, donation, or any other means must be accounted for in an appropriate property account. The Garrison Chaplain will insure that a property manager and/or hand receipt holder is appointed and property accountability is maintained in accordance with AR 735–5.

(2) Unserviceable or excess sacred, blessed or consecrated items will be turned in by the following method:

(a) The Garrison Chaplain forwards request for turn in to the Property Book Office. Each request will list items to be dropped, the condition of items to be dropped, and a statement that the items will be disposed of in a manner acceptable to the distinctive religious group that blessed or consecrated the item(s). Once dropped from the property book, the consecrated items are disposed of in an appropriate manner. Such items will not be turned over to property disposal officers.

(b) Serviceable excess items such as pews or chancel furnishings will be offered to other commands, active and reserve, for continued use.

b. The Chaplaincy Program Budget Advisory Committee (CPBAC) convening authority determines the use of chapel property owned by CTOF. The CTOF manager will not accept property under conditions of any special use

specified by the donor, nor will the property be identified with the name of any individual donor or person. However, commands and units may be identified as donors of property.

c. Property losses that appear to involve individual culpability or possible pecuniary liability must be handled under the procedures outlined in AR 215–1 and AR 735–5. Claims arising out of investigations will be processed in accordance with procedures in AR 27–20 and AR 215–1.

d. Property will be disposed of in the following manner:

(1) Property lost, damaged, destroyed, or worn out through normal use, not involving individual culpability or pecuniary liability, may be dropped from accountability.

(2) Unserviceable sacred, consecrated or blessed items will be disposed of in a manner acceptable to the religious group for which they were consecrated. Such items will not be turned over to the property disposal officers.

(3) Documentation will be maintained on the method and manner of disposition of any unserviceable property (including sacred, consecrated or blessed items) that was accountable to the property officer.

Chapter 13

Chaplaincy Resources Management

13–1. General

a. Instructions, information, and further guidance regarding Chaplaincy resources management are found in DA Pam 165–18.

b. The CMRP is the primary document used by the Chaplain Corps to plan and track religious support programs at all levels of the Army. The chaplain is the Commander's staff officer for religious support. The chaplain develops, manages and executes the CMRP. The CMRP synchronizes religious support program requirements with projected funding. Unit chaplains annually prepare the CMRP for the unit commander's authorization. All CMRPs are forwarded to corresponding higher headquarters for consolidation, review and reporting. The OCCH annually receives a copy of all consolidated CMRPs.

c. Commanders are authorized to support essential elements of religious services (EERS) with appropriated resources (see 10 USC 3547).

(1) The EERS include those concepts, functions, practices, and objects that are held or used by distinctive religious groups for worship, religious education, and pastoral care.

(2) APFs are the primary funding source used to provide the services, facilities, ecclesiastical furnishings, equipment, and supplies that are required to fulfill the EERS (see 10 USC 3547).

d. The CTOF provides the means by which tithes, offerings, and donations given as an act of worship during religious activities are accounted for, safeguarded, and disbursed.

(1) The CTOF is a source of nonappropriated funds (NAF) to support the CMRP at all levels of the Army.

(2) The CTOF is intended to fund non-mission essential religious, moral, humanitarian, and related social needs addressed by the religious community.

(3) The CTOF will not be used to augment APF.

13–2. Command master religious plan

a. The CMRP—

(1) Identifies religious support program requirements and capabilities in accordance with local mission and resources.

(2) Synchronizes support with the Army Campaign Plan, Army Chaplain Corps Strategic Plan, and command guidance.

(3) Ensures Soldiers have maximum opportunity for the free exercise of religion.

(4) Includes management of APF, CTOF, manpower, logistics, and facility resources.

(5) Applies to Active and RCs, all units in the generating force and operating force of the Army. The CMRP can include considerations for religious support to U.S. interagency entities for which the commander is responsible and deems critical to the mission.

b. Chaplains and religious affairs specialists will adhere to the operating principles and procedures of the CMRP process as set forth in this regulation, DA Pam 165–18, and other current and future CCH guidance.

13–3. The Chaplaincy Program Budget Advisory Committee

a. The CPBAC is a non-governing advisory council convened by the staff chaplain of a garrison or other command with a CTOF. The CPBAC advises on the use of APFs and NAFs in support of religious support programs.

b. The CPBAC is composed of representatives from religious support programs and tenant units.

c. The members of the CPBAC are appointed by the convening chaplain.

d. The CPBAC—

- (1) Advises the convening chaplain regarding the priority and use of funding resources.
- (2) Interprets the Budget and Manpower Guidance from commanders and advises the convening chaplain regarding the planning and conduct of the resources in the CMRP.
- (3) Conducts review and analysis of the CMRP including programmed and actual use of resources, in accordance with convening chaplain guidance.
- (4) Serves as a coordinating and deliberating body to discuss the balance between proposed and planned chapel programs, and offers recommendations that encourage the broadest and most efficient ways to execute the resources of the CTOF among assigned commands, program elements (PEs), and benevolent opportunities.
- (5) Recommends CTOF reprogramming funding allocations to meet changing missions, resources, or needs, consistent with CMRP objectives.
- (6) Recommends program priorities for the community.
- (7) Reviews minutes of CPBAC actions for accuracy.
- (8) Conducts periodic reviews of financial reports.
- (9) Represents the various PEs.

13–4. Chaplaincy resources manager

The chaplaincy resources manager (CRM)—

- a.* Serves at HQDA, ACOM, ASCC, DRU, region, and garrison levels.
- b.* Is generally a chaplain.
- c.* Is a graduate of the USACHCS Chaplaincy Resource Management Course.
- d.* Is a trained Contracting Officer Representative (COR).
- e.* Maintains annual training for the use and supervision of Government purchase and travel cards.
- f.* Has taken one fiscal law course or acquisition course on purpose, time and amount.
- g.* Implements proper administrative procedures related to contracting, procurement, internal controls, manpower and force management, property and facility management, information management, military construction, logistics, budgeting and programming, and financial accountability for religious support activities.
- h.* Coordinates and manages the actions of the CPBAC.
- i.* The garrison level chaplain CRM holds the Skill Identifier of 7F after completing the CRM, COR, DTS, CPC and fiscal law courses. After receiving a Masters of Business Administration, completing the Army Comptroller Course and completing 1 year of experience, the CRM at the HQDA, ACOM, ASCC, DRU, or region level will be awarded the skill identifier of 7M.

Chapter 14

Chaplaincy Resources Management (Appropriated Funds)

14–1. General

- a.* APFs are the primary source of funds for the religious support mission.
- b.* Commanders at all levels will allocate appropriated resources to support constitutional, statutory and mission critical EERS, and religious support activities included in the approved CMRP.

14–2. Non-personal services religious support contracts

- a.* The NPS contracts are authorized when a senior-level chaplain or the Garrison Chaplain certifies that no military personnel, DOD Civilians, or volunteers are available to perform that function.
- b.* The NPS contracts are awarded to meet intermittent or temporary religious support shortages to support, improve, or provide statutory and mission critical religious activities in the garrison religious support program. These include, but are not limited to, clergy services, musicians, religious education coordinators, youth workers, religious activities coordinators, and religious resource leaders.
- c.* Contract option years are authorized, but NPS contracts must be reviewed every 12 months and adhere with statutes, regulations, and policies governing purpose, time and amount of funds, as well as bona fide needs, and severable and non-severable contracts for crossing fiscal years.
- d.* The senior-level chaplain or the Garrison Chaplain must concur with all requests for NPS contracts and forward for final approval to the higher command chaplain at the respective ACOM, ASCC, or DRU.
- e.* The NPS contractors must render definable, quantifiable services or end products for the U.S. Government in accordance with Federal Acquisition Regulation, Part 37.
- f.* When awarding a contract, quality requirements will be considered against cost to determine the best value to the U.S. Government.

- g. Contract line item rates for NPS contracts are determined by—
 - (1) Appropriate competition.
 - (2) The OCCH or ACOM, ASCC, DRU Chaplain guidance.
 - (3) Local procurement and contracting offices based on current DOD guidance.
 - (4) Market surveys of comparable services in the geographical area where the service is rendered.
 - (5) Funds availability.
 - (6) Mission requirements.
- h. The NPS contractors will not be reimbursed for travel to or from home.
- i. The only payments authorized to a contractor are payments against completion of contract line items under the provisions of the approved NPS contract.
- j. The OCCH Internal Control Evaluation for contracting for religious services is in appendix C.

14–3. Use of appropriated funds for religious support activities

- a. APFs are authorized for command-sponsored religious support activities, including, but not limited to, religious education, retreats, camps, conferences, meetings, workshops, and Family support programs.
- b. The APF, rather than the CTOF, should be used to—
 - (1) Contract for facilities, resource leaders, and expendable supplies, including literature and equipment.
 - (2) Support chaplain-led programs to assist members of the Armed Forces and their immediate Family members in building and maintaining strong Family structures. This includes cost of transportation, food, lodging, supplies, fees, childcare, and training materials for members of the Armed Forces and their immediate Family members while participating in such programs, including participation at retreats and training conferences (see 10 USC 1789(b)).
 - (3) Pay travel and per diem costs for religious leaders providing a direct benefit to the Government under invitational travel authorization.
 - (4) Provide group travel for command-sponsored personnel participating in religious activities approved in the CMRP. Under applicable regulations, group travel by Government vehicle may be authorized when available.
 - (5) The APF will not be used to fund recreational activities or personal expenses not specifically authorized by law.
 - (6) The Secretary of the Army hereby delegates his or her authority, as prescribed in 10 USC 1789, to provide support services to build and maintain a strong Family structure among active duty Soldiers and reserve Soldiers in an active status, and their Families, to commanders in the grade of colonel and above. This authority may be delegated to a commander in the grade of lieutenant colonel by the first general officer in the chain of command in situations where there is not an intermediate commander between the commanding general and the commanding lieutenant colonel. Commanders may use APF at garrison level and mission funds at unit level to provide the support services prescribed in 10 USC 1789 for the commander's program to build and maintain ready and resilient Family structures.

Chapter 15 Chaplaincy Resources Management (Nonappropriated Chapel Tithes and Offerings Funds)

15–1. General

- a. This chapter provides policies, principles, and general procedures for establishing, managing, and operating CTOF worldwide, at all levels of command within the DA.
- b. Chaplains receive and account for offerings in conjunction with worship services in garrison and in the field, during peacetime and in combat. CTOFs are established to manage offerings.
- c. The CTOF is not a part of the Army's MWR System and is specifically exempted from MWR oversight in DODI 1015.15 and AR 215–1, except for when requesting nonappropriated fund instrumentality (NAFI) numbers from IMCOM G–9 and participating in the risk management program. The CTOF is not controlled, managed, or supervised by the MWR Central Accounting or Purchasing Offices, or similar activities in garrison.
- d. All CTOFs are the property of the U.S. Government, composed of voluntary giving as an act of religion, and are not tax-payer resources or revenue. The CCH exercises responsibility for CTOF operations.

15–2. Chapel tithes and offerings funds functions

- a. Every CTOF is legally constituted as an instrumentality of the U.S. Government. Funds in CTOF accounts are U.S. Government funds, and CTOF property is U.S. Government property. As fiscal entities, CTOFs maintain custody of and control over their assets. The CTOFs have no independent organizational existence apart from their relationship to the mission of the Chaplain Corps. The CTOFs operate under the authority of the U.S. Government in accordance with applicable Federal laws and departmental regulations.
- b. The CTOFs are NAFs that provide supplemental support for the religious practices and requirements of Soldiers, authorized DOD personnel, their Family members, and other authorized personnel as defined by the Army Stationing and Installation Plan.

- c. The giving of offerings is an integral part of religious practice and is an EERS.
- d. The CTOFs are the instrumentality through which funds received from the religious program of the Army at any level are collected, administered, and disbursed.
- e. All offerings and donations (property or money) received during command-sponsored worship and other events of the religious program or linked to chaplain sponsored or chapel related activities of the command must be received by, accounted for, and disbursed by the CTOF.
- f. The CTOFs are managed by the approved Chaplaincy financial accounting system (CFAS) and CCH policy guidance. No accounting systems or software systems other than the OCCH-approved and distributed CFAS software will be used to manage CTOFs.

15-3. Types of funds

- a. The DA CCH CTOF is managed directly by the OCCH and serves as a central depository for funds that are distributed to support non-mission essential religious program requirements, and provide fiduciary CTOF reserves for CTOF operations.
- b. Special organization CTOFs are established to give chaplains serving units or organizations without a CTOF capability a flexible source of CTOF support to promote religious, moral, ethical, and related special activities that further the religious program of the Army.
- c. Garrison and Medical Center CTOFs are established to support ongoing chapel programs and promote religious, moral, ethical, and related special activities that further the religious program of the military community.

15-4. Duties

- a. Commanders—
 - (1) Establish and disestablish the CTOF.
 - (2) Appoint, on orders, a qualified CTOF manager.
 - (3) Appoint, on orders, a qualified CTOF technician.
 - (4) Authorize the CMRP.
 - (5) Ensure that CTOF is inspected at least every 2 years, upon a change of fund manager, or prior to the consolidation, transfer, or disestablishment of a CTOF.
 - (6) Review the CPBAC minutes for adherence to published procedures. All CMRP reprogramming decisions will be captured in the CPBAC minutes.
- b. Garrison Chaplain—
 - (1) Serves as the assessable unit manager for the CTOF Internal control process (or the SrCH if the Garrison Chaplain is O-5 or below) (see AR 11-2).
 - (2) Oversees the operations of the Garrison CTOF.
 - (3) Chairs the CPBAC and determines frequency of CPBAC meetings.
 - (4) Appoints members to the CPBAC.
 - (5) Approves the CPBAC minutes and sends to the commander for review.
 - (6) Ensures monthly verification of CTOF reconciliation and informal review reports.
 - (7) Trains the CPBAC in the legal and fiduciary obligations and responsibilities for accounting for Government funds.
 - (8) Publishes an annual stewardship report which explains the income and expenditures of the CTOF, and community programs supported.
 - (9) Establishes transfer percentage for income to the community subaccount.

15-5. Chapel tithes and offerings fund manager

The CTOF manager—

- a. Is appointed on orders by the commander upon certification by the Director, DACH-Sustainment and Information as qualified to assume the duty position of fund manager.
- b. Is a chaplain or religious affairs NCO (in the rank of SSG or above).
- c. Receives training in financial accountability, fund management, Government purchase card (GPC) procedures, property accountability, internal controls management, and attends the contracting officer representative course, prior to assuming duties.
- d. Is a graduate of the USACHCS CRM Course.
- e. Is certified by the Director, DACH-Sustainment and Information as qualified to assume the duty position of fund manager.
- f. Prepares, submits, and maintains the annual CTOF operating budget.
- g. Implements CTOF Internal Control Plan (see AR 11-2 and apps C and D of this regulation).
- h. Serves as the sole purchasing agent and contracting officer for CTOF with authority for making single purchases or single contracts under \$25,000 as a Government procurement officer.

- i.* Serves as the property accountability officer for CTOF.
- j.* Serves as the information management officer for CTOF.
- k.* Manages CTOF assets.
- l.* Certifies accuracy of CTOF reconciliation transactions and financial documents at the close of the accounting periods.
- m.* Maintains adequate bonding and property insurance through the risk management program in accordance with the Army Central Insurance Fund.
- n.* Supervises the CTOF fund technician.
- o.* Manages local CFAS operations.
- p.* Recommends transfer percentage for resourcing community programs to the Garrison Chaplain.

15-6. Chapel tithes and offerings fund technician

The CTOF fund technician—

- a.* Is appointed on orders by the commander upon certification by the Director, DACH–Sustainment and Information or designated representative as qualified to assume the duty position of fund technician.
- b.* Is a religious affairs specialist or DOD Civilian.
- c.* Receives training in purchasing and contracting procedures, property management and accountability, bookkeeping, CFAS, and the CMRP prior to assuming duties.
- d.* Is a graduate of the USACHCS CTOF Fund Clerk and/or Technician Course.
- e.* Processes receipts; income, procurement, and disbursement documents; and maintains the records of CTOF.
- f.* Prepares and/or coordinates for financial statements and documents at the close of accounting periods.
- g.* Maintains records in accordance with Army Records and Information Management System standards.
- h.* Serves as the primary operator of the CFAS.
- i.* Works directly for the funds manager.

15-7. Sub-accounts

CTOFs are single fund entities. Sub-accounts may be used for budget tracking and are not separate and distinct funds.

- a.* PE sub-accounts—
 - (1) Are subordinate congregational and activity accounts in the CTOF. The PEs are subject to available funds on deposit and are designed to implement stated CMRP objectives.
 - (2) Are accounting entities and do not have an organizational existence apart from their inclusion in CTOF.
 - (3) Cannot be over-obligated or over-consumed.
- b.* The community subaccount—
 - (1) Is a required sub-account of CTOF.
 - (2) Is managed by the CTOF manager.
 - (3) Is reviewed and analyzed by the CPBAC.
 - (4) Is funded by the transfer of a percentage calculated by the CTOF manager through analysis of all regular offering income and the garrison community program requirements, as established by the Garrison Chaplain. Other sources of income may also be included as recommended by the CPBAC and approved by the Garrison Chaplain.
 - (5) Provides a source of funds for programs that feature a community-wide focus or are sponsored jointly by multiple PEs.
 - (6) Provides a source of funds for PEs that do not have their own source of income.
- c.* Special project sub-accounts—
 - (1) Receive and disburse funds to support religious activities that require an accumulation of dollars over time or that require the consolidated handling of registration and participation costs.
 - (2) Special project sub-accounts are recommended by the CPBAC and established by the Garrison Chaplain.
 - (3) Special projects are annually approved by the OCCH and may be carried across the fiscal year.
 - (4) Funds held in applicable and approved special project sub-accounts may be invested in principle-preserving, liquid, short-term investment instruments, such as savings accounts and certificates of deposit, which mature within the term of the special project.
 - (5) Approved special project sub-accounts are reviewed annually by the fund manager and the Garrison Chaplain with the CTOF to ensure adherence to established purpose and that the requirement for approved special project sub-account remains.
- d.* CCH grant sub-accounts.
 - (1) Fund special projects across the Army representing innovative and dynamic opportunities to extend religious support to the broadest Army audience.
 - (2) Undisbursed portions of grants must be revalidated and approved prior to fiscal year end.

15–8. Chapel tithes and offerings fund policies

The Garrison Chaplain—

- a.* Will conduct fund-raising activities in accordance with this regulation and AR 600–29.
 - (1) Fund raisers must support a specific Chaplaincy Support Activity in an approved CMRP. Activity or special project sub-accounts may be designated to receive the funds.
 - (2) All monies received through fund raising activities must be received, accounted for, and disbursed by the CTOF.
 - (3) Fund monies may not be used to purchase goods or services intended for resale.
- b.* Will not conduct games of chance (such as bingo and raffles).
- c.* Will not purchase tobacco products or alcoholic beverages (except for wine used for sacraments, rites, and ordinances).
- d.* Will not make grants to non-military agencies or private organizations by any means other than designated offerings. Only HQDA, ACOM, ASCC, DRU, and USARC-level CTOFs may make grants.
- e.* Will not give gifts or grants of cash directly to individuals. The CTOF may be used to purchase goods directly from a vendor or pay bills directly to a servicing agency from benevolent special project accounts in support of individuals or Families in need.
- f.* Will not exceed Government honoraria threshold and must follow intent of Office of Secretary of Defense guidance. Honoraria to speakers for services rendered are not considered a gift or grant (see DOD Financial Management Regulation 7000.14R, Volume 10).
- g.* Will ensure mementos given for volunteer service are of minimal value.
- h.* Will not hold cash reserves in long-term investment instruments.
- i.* Will not obligate and/or spend beyond the balance of cash-on-hand.

15–9. Establishing, consolidating, transferring, and disestablishing chapel tithes and offerings fund

- a.* Requests to establish, consolidate, transfer, and disestablish. All requests to establish, consolidate, transfer, and disestablish CTOF NAFI must be coordinated through the appropriate ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC Command Chaplain with Director, DACH–Sustainment and Information, OCCH, prior to action by the commander.
- b.* Establishment. Commanders may submit to the IMCOM G–9, Family and MWR, San Antonio, Texas 78234–1123, through the appropriate ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC Command Chaplain and OCCH, Director, DACH–Sustainment and Information, for establishment of a CTOF NAFI. Requests will contain the name of the fund and the fund manager, mailing address, and telephone number.
 - (1) The IMCOM G–9, Family and MWR will provide a standard NAFI identification number (SNN) in accordance with AR 215–1 with approval from the Director, DACH–Sustainment and Information.
 - (2) Employers identification number for the new NAFI will be obtained from the Internal Revenue Service. CTOF will not use any personal social security numbers for Government business purposes.
 - (3) After receipt of approval from Director, DACH–Sustainment and Information and the SNN from IMCOM G–9, the commander formally establishes the new Consolidated CTOF NAFI with a written memorandum of establishment which will contain the official name of the fund, effective date of establishment, mailing address, the assigned SNN, the governing regulation (AR 165–1), and the name of the successor CTOF (OCCH CTOF). The establishment order becomes a permanent record of the CTOF.
- c.* Consolidation. Commanders may request authority to consolidate CTOFs at any time by forwarding the following information through the appropriate ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC Command Chaplain and Director, DACH–Sustainment and Information to IMCOM G–9:
 - (1) The name and SNN of the CTOF(s) to be disestablished, and,
 - (2) The name and SNN of the surviving or succeeding CTOF with the effective date of consolidation.
- d.* Transfer. Normally, all associated CTOF assets are transferred intact from the losing command to the gaining command, unless otherwise mutually agreed. Commanders may request authority to transfer command accountability for an established CTOF at any time as a result of command realignments through the appropriate ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC Command Chaplain and Director, DACH–Sustainment and Information to the IMCOM G–9 by forwarding the following information:
 - (1) The name and SNN of the CTOF to be transferred; and,
 - (2) The name and address (to include the respective ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC) of the losing command and the name and address (to include ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC) of the gaining command.
 - (3) The transfer of command accountability may require a change in SNN by the IMCOM G–9.
- e.* Disestablishment. CTOFs are disestablished for any of the following reasons: inactivation, closure of a command, consolidation, or by direction of the appropriate authority. When the appropriate authority determines that a CTOF should be disestablished, the following actions are necessary:

- (1) Establish a closure date, restrict expenditures, conduct terminal reconciliations of bank statements and check-books, and complete end-of-period accounting activities.
- (2) Arrange for a terminal audit, disposition, or transfer of CTOF property.
- (3) Arrange for a terminal audit of the cash assets. Identify and notify the successor CTOF of the disestablishment. Cash assets will transfer to the successor CTOF.
- (4) Send a notification of disestablishment through the appropriate ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC Command Chaplain and Director, DACH–Sustainment and Information to the IMCOM G–9 to include the name and SNN of the disestablished CTOF and the effective date of disestablishment.
- (5) Send copies of the terminal audit reports and the end-of-period accounting reports through the appropriate ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC Command Chaplain to Director, DACH–Sustainment and Information.
 - f.* The OCCH CTOF is designated the successor-in-interest and will receive the residual cash balances of disestablished CTOFs. The Treasurer of the United States is the successor-in-interest to the OCCH CTOF.
 - g.* Sub-accounts are unofficial entities established and dissolved locally by the Garrison Chaplain. The balance of a dissolved sub-account (including sub-account property) will be redistributed within the CTOF at the discretion of the Garrison Chaplain upon recommendation from the CPBAC. No further actions are required.
 - h.* The CTOF property (other than consecrated items) that cannot be sold or transferred at the time a CTOF is disestablished will be disposed of under appropriate DOD provisions.

15–10. Automation of funds

- a.* Only CFAS and/or CTOF management software application programs approved by OCCH will be used to manage the CTOF. Only OCCH is authorized to modify the approved branch-specific fund management software application.
- b.* Chaplains, religious affairs specialists, and fund technicians will adhere to the operating principles and procedures of the CFAS and/or CTOF Accounting System and CMRP processes and software as set forth in this regulation, DA Pam 165–18, and the documentation manuals accompanying the software programs.

15–11. Receipts and disbursements

- a.* Receipts. Authorized receipts for CTOFs include voluntary gifts, donations, grants, offerings (general and designated), interest, proceeds from sale of fund-owned property, proceeds from fund raising activities, reimbursable, and transfers of monies from other CTOFs.
 - b.* Disbursements.
 - (1) The CTOF may be used to purchase services, supplies, or items of equipment in support of the CMRP that supplement the APF mission and for which APF are not authorized.
 - (2) The CTOF will not be used for specific expenses for which use of APFs are authorized.
 - (3) The CTOF will not be used to purchase—
 - (a)* Standard national stock number or CTA line item number items for equipment and furnishings authorized by the TDA, MTOE (TOE), joint table of allowances or CTA.
 - (b)* Any item available through the Defense Industrial Supply Center or Defense Personnel Support Center. In emergency situations may be used to purchase approved organization and/or installation nonstandard items when the appropriate official (certification officer) certifies in writing that authorized APFs cannot satisfy the requirement.
 - (4) Public scrutiny. The CTOF will not be used for any purpose that cannot withstand the test of public scrutiny or which could be deemed a misuse or waste of CTOF dollars (see paras 13–1, 15–1, and 15–2).
 - c.* Designated offerings.
 - (1) Designated offerings represent the intent of participating congregations to support specific religious and humanitarian activities or organizations.
 - (2) Designated offering amounts are exempt from the community account transfer.
 - (3) Designated offerings will not be split to obtain a specified dollar amount.
 - (4) Participants should be given the option of contributing to the designated offering or to the general operating subaccount.
 - (5) The total designated offering amount received must be obligated for the designated purpose within 5 working days of receipt. Approved special projects are exempt from this requirement.
 - (6) The date, subject, and intent of the designated offering will be announced prior to the collection of the offering, preferably printed in the worship program or weekly announcements.
 - (7) Collective worship services will avoid designated offerings to specific denominational activities or organizations.
 - d.* The CTOF supports group fellowship and retreat activities through designated offerings to special project sub-accounts and/or the use of CTOF purchasing instruments.

15–12. Grants

- a. May be made by the DACH–CTOF, the ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC CTOF to establish a new CTOF or to resource innovative religious support programs.
- b. Will not be given by Garrison CTOF to nonmilitary agencies or private organizations by any means other than designated offerings.
- c. Must be expended for the intended purpose of the grant.
- d. Require an after-action report to Director, DACH–Sustainment and Information, and ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC Command Chaplains detailing how the funds were expended.
- e. Will each be accounted for in a separate subaccount.
- f. Will not be given to individuals.

15–13. Chapel tithes and offerings fund purchasing and contracting

- a. Procurement of supplies, services, and equipment using CTOF must be made in accordance with Army purchasing procedures.
 - (1) *Micro-purchases.*
 - (a) The micro-purchase (single purchase) threshold will not exceed the authorized Army NAF micro-purchase threshold.
 - (b) Cash purchases are by exception. Request approval by appropriate ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC Command Chaplain for CTOF cash operations exception.
 - (c) CTOFs procure micro-purchases using simplified acquisition procedures usually with CTOF GPCs.
 - (d) Micro-purchases require CMRP approval and a purchase request with CTOF manager approval and certification of available funds prior to any purchases.
 - (e) Minimum supporting documentation for disbursement vouchers includes vendor receipts, invoices, and credit card receipts.
 - (2) *Simplified acquisitions.*
 - (a) For purposes of this regulation, single supply, services, and equipment purchases greater than the NAF-authorized micro-purchase threshold, but less than \$100,000 are considered simplified acquisitions.
 - (b) The single item purchase limit of warrant for the CTOF manager is \$25,000.
 - (c) CTOFs procure simplified acquisitions using purchase orders or contracts, with payments normally made by CTOF GPC, check, or electronic transfer.
 - (d) If the funds manager cannot secure, or determines that fewer than three quotes and/or offers exist to meet the requirement, the funds manager must include documentation explaining the lack of three quotes/offers with the purchase request.
 - (e) Purchase requests for simplified acquisitions up to \$25,000 must include approval from the funds manager and one other as directed by the local CTOF SOP (that is, the resource manager, Deputy Staff/Command Chaplain or Staff/Command Chaplain).
 - (f) Purchase requests for simplified acquisitions greater than \$25,000 must include approval from the funds manager, the CPBAC convening authority, and the appropriate ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC Command Chaplain.
- b. CTOF NPS contracting (see para 14–2).
 - (1) The NPS contracts may be used by the CTOF to procure services or supplies.
 - (2) The NPS contracts require authorization by the appropriate level ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC chaplain.
 - (3) The NPS contracts will be on an intermittent or temporary basis not to exceed 12 months.
 - (4) The ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC Command Chaplain must approve all requests for CTOF NPS contracts for clergy, religious education coordinators, parish coordinators, and youth workers regardless of dollar amount of contract.
 - (5) The ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC Command Chaplain must approve any CTOF NPS contract of \$25,000 or more prior to award.
- c. CTOF GPC operations.
 - (1) The CTOF GPC will be the only credit or purchase card used by the Fund.
 - (2) CTOF GPC operations will comply with this regulation and the Army GPC Program regulations and/or SOP.
- d. Petty cash operations.
 - (1) With approval, petty cash is an authorized method for procuring CMRP approved goods and services when other procurement methods are not feasible. Petty cash will not be used to circumvent normal procurement procedures.
 - (2) The CTOF manager approves, in writing, the specific amount of petty cash funds, not to exceed \$500.
 - (3) Payments from petty cash will not exceed \$500 for any one transaction, nor be split to circumvent the limit.
 - (4) The CTOF manager will designate the remote petty cash fund accountable officer in writing when a Fund

requires remote (removed from the geographical vicinity of the fund and requiring decentralized management) petty cash fund operations. Remote petty cash funds are considered individual petty cash funds.

(5) Petty cash funds will not be used for cashing checks, making travel payments or travel advances.

(6) The petty cash fund must be replenished at least monthly.

(7) The CTOF manager will reimburse the purchasing agent for sales tax when the local vendor does not accept a U.S. Government tax exemption. Processing a U.S. Government tax exemption for single purchase State and local tax under \$10 is not required.

e. Hosting of dignitaries and ecclesiastical visitors.

(1) Expenses incurred while serving as an official host to ecclesiastical dignitaries, foreign military chaplains, or other distinguished visitors may be paid from the CTOF provided the Garrison Chaplain determines the hosting event promotes the Chaplaincy or religious program of the Army. Ethics rules must be followed. Although not binding to CTOF, Official Representation Funds regulations offer appropriate parallels for the CTOF to determine reasonable funding thresholds and number of U.S. military attendees.

(2) Payments are limited to actual cost for dignitaries hosted and for such other personnel as required to attend the function or activity.

(3) Payments will not be made for food or lodging of anyone in a TDY status.

(4) Use of official TDY or command invitational travel orders is the preferred method (when applicable) for hosting dignitaries.

15–14. Internal control

a. Inspections and audits.

(1) HQs IMCOM or MEDCOM Religious Support Office will inspect subordinate CTOFs annually.

(2) Inspections must also be conducted using the principles outlined in AR 11–7 at the following times:

(a) Upon change of the CTOF manager.

(b) Prior to consolidation, transfer, or disestablishment of a fund.

(3) A formal audit may be required if an inspection finds a material weakness.

(4) Two disinterested officers or NCOs will conduct a quarterly inspection of the Fund to ensure compliance with established internal control procedures (see app D).

b. Safeguarding chapel tithes and offerings fund contributions.

(1) *Funds.*

(a) Collections and offerings will be received publicly, remain in public view until removed for counting, then counted immediately upon removal from public view and prepared for deposit by at least two adults (18 years of age or older and unrelated by either blood or Family ties).

(b) Offering counts will adhere to the process and incorporation of internal controls directed by DA Pam 165–18 and CCH guidance.

(c) The religious affairs specialist assigned to the service will verify offering counts.

(d) The chaplain in charge of the service or the designated representative will verify compliance with the collections and offerings procedural requirements of this regulation.

(e) All receipts and other negotiable instruments must be deposited in an insured Federal Reserve financial institution (bank) and vouched on the date of receipt or on the first business day following receipt. Until deposited, receipts must be secured in an approved General Services Administration storage container. Deposits will only be made to the account identified by the official name of the fund.

(f) The CTOF will not be used to cash checks or make change (see DOD Financial Management Regulation 7000.14R, Volume 5).

(2) *Material and monetary donations.* Material donations to the CTOF are recorded on Memorandum for Record format detailing the donor, an item description of the donation, date, time, person receiving the donation, estimated market value of item, and disposition of item. Monetary donations to the CTOF received by mail, at the religious support office or by another method outside the process in paragraph 15–14b(1), follow CCH guidance and DA Pam 165–18.

15–15. Mandatory transfers and reports

a. The annual fund adjustment closes all sub-accounts each fiscal year and provides each CTOF with a first quarter allotment equivalent to 90 days of funding. Fund managers will validate the annual fund adjustment at the conclusion of the fiscal year through their respective command headquarters. The suspense to OCCH is 45 days after the end of the fiscal year.

b. Each CTOF will send an annual assurance report through ACOM, ASCC, DRU, JFHQ–SRARNG–CH, or USARC Command Chaplain to: Director, DACH–Sustainment and Information. The ACOM, ASCC, DRU,

JFHQ–SRARNG–CH, or USARC Command Chaplains will consolidate subordinate reports for final submission to Director, DACH–Sustainment and Information. The suspense to OCCH is 30 days after the end of the fiscal year.

15–16. Property

a. The CTOFs are authorized to hold property obtained by purchase, donation, or transfer from another NAFI or from DOD excess property.

b. The CTOF manager determines the use of property given to the CTOF. Property will not be accepted under conditions of any special use specified by the donor and will not be identified with the name of any individual donor or person. Army organizations and units may be identified as donors of property.

c. Property accountability.

(1) The CTOF manager identifies, safeguards, and inventories all nonexpendable CTOF property in accordance with Army property accountability procedures (see AR 735–5).

(2) The CTOF property losses that appear to involve individual culpability or possible pecuniary liability will be investigated. Claims arising out of investigations will be processed in accordance with procedures in AR 27–20 and AR 215–1.

d. Disposing of fund property.

(1) Property lost, damaged, destroyed, or worn out through normal use (not involving individual culpability or pecuniary liability) may be dropped from accountability.

(2) Unserviceable property (except consecrated or blessed items) may be sold or salvaged.

(3) Unserviceable consecrated or blessed items will be disposed of in a manner acceptable to the religious group for which they were consecrated. Such items will not be turned over to the property disposal officers.

(4) Documentation will be maintained permanently on the disposition and manner of disposition of any unserviceable property (including consecrated or blessed items) that were accountable to the property officer and were disposed of.

15–17. Personnel

a. The hiring of CTOF employees must be approved by the DACH Director of Sustainment and Information.

b. Chaplains or religious affairs specialists will not be contracted by nor receive direct compensation of any kind from the CTOF.

c. Immediate Family members of chaplains, religious affairs specialists, and DOD Civilians may be contracted by CTOF except for the following:

(1) Immediate Family members of the CTOF manager and fund technician.

(2) Immediate Family members of CPBAC members.

(3) Immediate Family members of the chaplain in charge of the service or activity for which the services are being contracted.

d. Contracts will not be awarded to any U.S. Government or NAFI employee, either Civilian or military, or to any organization substantially owned or controlled by one or more U.S. Government or NAFI employees. An exception may be granted if need exists, upon approval of the Garrison Chaplain.

e. These policies are intended to avoid any conflicts of interest and appearance of favoritism or preferential treatment between the following:

(1) An employee's interests and their official duties.

(2) Family members and the official responsibilities of their sponsor.

15–18. Chaplain field funds

a. Chaplain field funds (CFFs) are authorized as an act of religious worship for deployed services.

b. CFF are a sub-account of an established home-station CTOF, and as such, funds in the sub-account will be transferred to the community account of the home-station CTOF if the deployed unit does not consume all CFF assets. CFF will not transfer from deployed unit to deployed unit.

c. CFF are subject to the guidance of the theater commander and this regulation.

d. DA Pam 165–18 provides information on management and internal controls as well as CFF procedural processes.

Chapter 16

Pastoral Care and Counseling

16–1. General

Pastoral care and counseling is an essential capability of the Chaplain Corps, a key part of nurturing the living. Pastoral care and counseling describes a broad range of activities involved in caring for and strengthening Army personnel to survive and grow through the multitude of experiences that are part of military life. Chaplains respect confidentiality in

their provision of pastoral care and counseling. Chaplains respect, honor, and guard the trust of those they serve in ministry as officers in the Army Profession, so that an individual's trust and personal privacy are not violated.

16–2. Confidential and privileged communications

a. Confidential communications. Confidential communication is any communication given to a chaplain by an individual, to include enemy prisoners of war, if such communication is made either as a formal act of religion or as a matter of conscience. A communication is “confidential” if made to a chaplain in the chaplain’s capacity as a spiritual advisor or to a religious affairs specialist in his or her official capacity and is not intended to be disclosed to third persons other than those to whom disclosure is in furtherance of the purpose of the communication or to those reasonably necessary for the transmission of the communication.

b. General rule of privilege. A person has a privilege to refuse to disclose and to prevent another from disclosing a confidential communication by the person to a chaplain or religious affairs specialist, if such communication is made either as a formal act of religion or as a matter of conscience.

c. Who may claim the privilege. The privilege of non-disclosure of confidential information belongs to the individual, by the person’s guardian, or conservator, or personal representative if the person is deceased. The privilege may also be claimed on behalf of the person by the chaplain or religious affairs specialist who received the communication.

d. Privilege and confidential distinguished. Privileged and confidential are often considered synonymous. However, when they are differentiated, privileged communications refers to information which is not admissible in a court or legal action, while confidential communications is a more general concept, referring to information which is protected both in and out of the legal context. Generally, a confidential communication is also privileged. The definition of clergy privilege is provided in Military Rules of Evidence 503. If there is any question as to whether a communication is confidential and/or privileged contact servicing SJA for advice.

e. Disclosure of confidential information. Chaplains may not disclose a confidential communication revealed in the practice of their ministry without the individual person’s informed consent. This consent must be freely given and not compelled, must be specific regarding the information to be disclosed by the chaplain, and must be granted after the chaplain receives the communication. Chaplains will not obtain a blanket release as part of the initiation of a pastoral relationship. Whenever possible this consent will be written, and include a signature and date. A release from confidential or privileged communication is inapplicable to cases where a chaplain is bound by the requirements of sacramental confession.

f. Claim of privilege in a court-martial proceeding. Generally, neither commanders nor courts may require a chaplain or individual to disclose a confidential communication when a privilege exists. However, if a military judge or other presiding official decides that no privilege exists, a chaplain or religious affairs specialist may have a legal obligation to testify. Failure to comply with the ruling of the court may result in disciplinary action under the Uniform Code of Military Justice and/or adverse administrative action. Chaplains are strongly encouraged to seek both legal counsel and counsel from chaplain supervisors in all situations where the existence of privilege may be questioned, to include the effect of State law on confidentiality and applicability to those chaplains not operating under Title 10 authority.

g. Sensitive information. Sensitive information is any non-privileged communications that would be an inappropriate subject for general dissemination to a third party (for example, attendance at substance abuse clinics, treatment by counselors, prior arrests).

h. Special instructions.

(1) *Files containing confidential information.* Chaplain notes from confidential and privileged communication are to be clearly marked “Confidential: Privileged communication” and distinguished in the chaplain’s personal files from professional information and sensitive information. Protected information files will be properly secured and safeguarded, protecting them from inadvertent disclosure. When confidential or sensitive information is stored in digital form, the UMT must take steps to ensure that the confidence or privilege cannot be breached. Confidential communication, professional communications, and sensitive information files are the personal files of the individual chaplain (counselor). These files are not to be maintained in any system of records that may be subject to the Freedom of Information Act, 5 USC 552. Chaplains will personally dispose of them and ensure their destruction through a secure means. As personal or private records, counseling notes are not regulated by the Army Records Information Management System (AR 25–400–2). A chaplain will destroy confidential and/or privileged counseling records on any client at 2 years past termination of counseling or at the permanent change of station of the client or chaplain.

(2) *Unit Ministry Team staff and confidential communication.* Persons assisting chaplains, including religious affairs specialists, chaplain candidates and chapel office staff, are bound by the same constraints of confidence and privilege as chaplains. However, every effort will be made to ensure that persons seeking to exercise a sacrament or receive religious advice or counseling disclose confidential information only to chaplains.

i. Communications regarding counselees. Chaplains may consult with supervisory chaplains and/or FLCs to ensure the best care and safety for counselees. Whenever this happens, the privilege of confidentiality will extend to all persons brought into these consultations. Chaplains must exercise great caution to avoid inadvertent disclosure of privileged information.

j. Personal communications between supervisory and subordinate chaplains. Privilege does not extend between chaplains and their supervisors when discussing personal and professional issues. Chaplains and religious affairs specialists who require pastoral counseling or sacraments must do so with a chaplain outside their supervisory chain to claim privilege and avoid conflicting responsibilities.

k. Violation of confidential communication. Actions inconsistent with the standards outlined above will constitute failure to meet Army standards and may result in administrative action and/or punishment under the Uniform Code of Military Justice.

l. Counseling children. All chaplains providing counseling to children will complete the requirement for all background checks and training necessary in order to be approved to work with children in accordance with DOD and Army policy.

16-3. Family Life ministry

a. Family Life ministry activities. Family Life ministry refers to a broad range of activities undertaken by all UMTs to enable Soldiers to build and maintain personal spiritual-wellness and build or restore healthy relationships. Family Life ministry also provides highly specialized FLCs serving as Family systems therapists and trainers.

(1) Family life ministry includes education, consultation, and pastoral counseling.

(2) Family life education is preventive in nature and provides resources for Army constituents to develop healthy relationships on every level that are able to thrive under the pressures of military life. It may include education for single Soldiers, couples, Families, or extended Families, and training in a wide range of factors, such as finances and/or stewardship, parenting, and deployment stress.

(3) Consultation and pastoral counseling is a formal and religiously-integrated process enabling Army constituents to change, cope, and resolve their presenting issues in a religious framework.

b. Family Life Chaplains. FLCs are the primary trainers of Family Life skills. FLCs will support commanders by providing additional training to chaplains in pastoral counseling and relationship education skills and programs. The SrCHs and Garrison Chaplains will ensure that all FLCs receive supervision from an approved counseling supervisor and that the primary effort of FLCs is dedicated to the Family Life ministry activities.

c. Chaplain Family Life Centers. The Garrison Commander and SC provide support for Chaplain Family Life Centers (CFLCs) in the area of personnel, facilities, logistics, and funding. The CFLCs will be staffed appropriately, at a minimum, one FLC, one religious affairs NCO (SSG), and/or one administrative assistant and/or receptionist to ensure on-site service and safety. The FLCs will provide training and supervision for religious affairs specialists assigned to CFLCs to ensure they have skills necessary to function in a CFLC. At a minimum, CFLCs will include a reception area, an office, counseling room, and equipment (including audiovisual recording equipment) to enable the chaplain to provide pastoral counseling and relationship education services, and to conduct chaplain training.

d. Family Life training standards. The Chaplain Corps recognizes four skill levels of Family Life training.

(1) *Basic pastoral counselor.* Basic competence is established by completing CHBOLC, PST-FL, and FLC Introductory Course or equivalent provided by a FLC or other professional.

(2) *Family Ministries Pastoral Skills Specialists.* Chaplains who complete a minimum of 24 hours in Marriage and Family Therapy or related counseling courses, and the FLC Integration Course.

(3) *Family Life Chaplains.* Chaplains who complete the U.S. Army FLC Training Program or an equivalent program as determined by the CCH. FLC qualifying training includes a masters-level degree in counseling, a practicum in counseling, theological integration, and specialized training in military applications.

(4) *Family Life Chaplain Supervisor.* FLCs who have successfully completed the Family Life Supervisor in Training Program or an equivalent program, and who meet the professional credentialing requirements for approved supervisor (as determined by the American Association for Marriage and Family Therapists) are awarded the appropriate MOS. Directors of the CCH Family Life training and resource centers will be FLC supervisors. FLC supervisors will provide clinical supervision.

e. Continuing education. All chaplains must maintain competence in pastoral care and counseling through continuing education. FLCs will maintain their professional credentials in pastoral counseling and relationship education. Continuing education standards in pastoral care, counseling, and relationship education are set by the CCH.

f. Supervision. FLCs in all components are ethically compelled to participate in post-degree clinical supervision. Clinical supervision is an ongoing relationship with an approved supervisor to promote the continuing development of capabilities, knowledge, skills, and ethical standards within the pastoral counseling profession.

g. Counseling children. FLCs are often called upon to provide counseling for minors and therefore will complete the requirement for all background checks and training necessary in order to be approved to work with children in accordance with DOD and Army policy.

h. Army well-being programs. The FLCs may support training in Army well-being programs to include: suicide prevention, domestic violence and intervention, sexual assault prevention and response, DCS, and resilience training.

16-4. Institutional Ministry (hospital and confinement)

a. Facilities for Unit Ministry Teams. UMTs provide pastoral care and counseling as assigned staff members in

hospitals and confinement facilities. Religious support in these demanding settings requires CCH directed specialized training in crisis ministry, trauma event management, processing grief and loss, and pastoral conduct and ethics in an institutional setting. The UMTs extend the Army's concern for Soldiers and Families in the remote and often lonely locations of hospital waiting rooms, patient rooms, combat support hospitals, physical therapy centers, and jail cells. Additionally, UMTs contribute as fellow staff members to the command and cadres of institutions as they deal with the issues of high-demand, stress, grief and loss, security, rehabilitation, and professional ethics.

b. Resources for Unit Ministry Teams. Institutional chaplains use their specialized experience to provide training and consultation for unit chaplains to maximize UMT effectiveness. The MEDCOM Chaplain collaborates with the CCH training strategies to enhance UMT care giving skills throughout the Army Chaplain Corps.

16-5. Deployment Cycle Support Program

UMTs provide support to Soldiers and Families in accordance with guidance from the Army leadership in the DCS Program. FLCs and hospital chaplains provide training for UMTs in skills and programs fielded to support Soldiers and Family members throughout the DCS Program. The CCH expects all chaplains, religious affairs specialists, and religious educators to aggressively seek to find their individual roles in making the DCS responsive to Soldier and Family needs in a time of prolonged conflict. This is especially challenging in the distributed and decentralized needs of the RC. Army chaplains are expected to achieve innovative and responsive religious support to the DCS through extensive cooperation and collaboration within their respective RC areas of influence. The USARC Chaplain and ARNG Staff Chaplain are expected to take the lead for their respective components in determining requirements and aligning capabilities to meet Soldier and Family DCS needs.

16-6. Relationship resilience training

a. The Chaplain Corps provides training to individuals, couples, and families to develop skills that enable relationship resilience and therefore readiness. These programs are commander-approved, chaplain-led, and Army-resourced. These programs train Army Soldiers and Family members in relationship skills throughout the Army/Soldier lifecycle. The CCH provides guidance for execution of programs that receive Army funding and DACH program management. DACH may also provide supplemental grants to support units in conducting resilience and relationship training.

b. The CCH provides specific annual guidance to UMTs on all training and programs which receive HQDA funding or DACH program management for execution. All UMTs are required to comply with directives when conducting these training programs.

c. OCAR provides funding to support these specified programs in the USAR.

d. The CCH provides funding to support these specified programs in the ARNG.

e. For funding authority guidance see paragraph 14-3b(6).

Appendix A References

Section I

Required Publications

Unless otherwise stated, Army publications are available on the Army Publishing Directorate Web site at www.apd.army.mil. DOD publications are available at <http://www.dtic.mil/whs/directives/>. USCs are available at <http://www.gpo.gov/fdsys/>.

AR 5-18

Army Stationing and Installation Plan (Cited in para 1-91.)

AR 5-22

The Army Force Modernization Proponent System (Cited in para 1-9c.)

AR 25-400-2

The Army Records Information Management System (ARIMS) (Cited in para 16-2h(1).)

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army (Cited in para 6-14d.)

AR 210-22

Private Organizations on Department of the Army Installations (Cited in para 1-10g.)

AR 215-1

Military Morale, Welfare and Recreation Programs and Nonappropriated Funds Instrumentalities (Cited in para 12-7c.)

AR 350-1

Army Training and Leader Development (Cited in para 1-9c(6).)

AR 420-1

Army Facilities Management (Cited in para 3-5f(1).)

AR 600-3

The Army Personnel Development System (Cited in para 1-9c.)

AR 600-20

Army Command Policy (Cited in para 1-10c.)

AR 601-100

Appointment of Commissioned and Warrant Officers in the Regular Army (Cited in para 8-2a.)

AR 621-1

Training of Military Personnel at Civilian Institutions (Cited in para 9-6a.)

AR 670-1

Wear and Appearance of Army Uniforms and Insignia (Cited in para 7-6b.)

CTA 50-909

Field and Garrison Furnishings and Equipment (Cited in para 3-3b(9).)

DODD 1304.19

Appointment of Chaplains for the Military Departments (Cited in para 1-9c(2).)

DODI 1015.15

Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources (Cited in para 15-1c.)

DODI 1300.17

Accommodation of Religious Practices within in the Military Services (Cited in para 1-10c.)

DODI 1304.28

Guidance for the Appointment of Chaplains for the Military Departments (Cited in para 3–1a.)

DODI 5120.08

Armed Forces Chaplains Board (Cited in para 1–9k.)

10 USC

Armed Forces (Cited in para 1–1.)

10 USC 651

Members: Required Service (Cited in para 8–5c.)

10 USC 1789

Chaplain-led Programs: Authorized Support (Cited in para 1–10f.)

10 USC 3073

Chaplains (Cited in para 1–7a.)

10 USC 3547

Duties: Chaplains; Assistance Required of Commanding Officers (Cited in para 1–7a.)

10 USC 3581

Command: Chaplains (Cited in para 1–7a.)

18 USC 209

Salary of Government Officials and Employees Payable only by United States (Cited in para 12–3h(5).)

32 USC

National Guard (Cited in para 7–9b(4).)

Section II**Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand the publication.

ADP 6–0

Mission Command

AR 1–33

The Army Memorial Program

AR 11–2

Managers' Internal Control Program

AR 11–7

Army Internal Review Program

AR 15–1

Boards, Commissions, and Committees – Committee Management

AR 25–30

The Army Publishing Program

AR 25–50

Preparing and Managing Correspondence

AR 27–20

Claims

AR 40–66

Medical Record Administration and Health Care Documentation

AR 71–9

Warfighting Capabilities Determination

AR 135–155

Promotion of Commissioned Officers and Warrant Officers other than General Officers

AR 135–175

Separation of Officers

AR 190–47

The Army Corrections System

AR 215–4

Nonappropriated Fund Contracting

AR 350–100

Officer Active Duty Service Obligations

AR 405–70

Utilization of Real Property

AR 600–8–10

Leaves and Passes

AR 600–8–24

Officer Transfers and Discharges

AR 600–29

Fund-Raising within the Department of the Army

AR 600–63

Army Health Promotion

AR 608–10

Child Development Services

AR 623–3

Evaluation Reporting System

AR 735–5

Property Accountability Policies

AR 840–10

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

Army Mobilization and Operations Planning and Execution System (AMOPES)

Available at <https://g357.army.pentagon.mil/default.aspx>.

CTA 50–970

Expendable/Durable Items (Except Medical, Class V, Repair Parts, and Heraldic Items)

DA General Order No. 253

Issued by the War Department, Washington DC, dated 28 December 1909 (Copy available from the U.S. Army Chaplain Corps Historian).

DA Pam 165–16

Moral Leadership

DA Pam 165-17

Chaplain Personnel Management

DA Pam 165-18

Chaplaincy Resources Management

DA Pam 405-45

Real Property Inventory Management

DA Pam 415-28

Guide to Army Real Property Category Codes

DA Pam 420-1-2

Army Military Construction and Nonappropriated-funded Construction Program Development and Execution

DA Pam 600-25

U.S. Army Noncommissioned Officer Professional Development Guide

DA Pam 611-21

Military Occupational Classification and Structure

DA Personnel Policy Guidance for Contingency Operations in Support of Global War on Terrorism (PPG)

Available at <http://www.armygl.army.mil/MilitaryPersonnel/ppg.asp>.

DOD 5500.07-R

Joint Ethics Regulation

DOD 7000.14R

Financial Management Regulation, Volumes 5 and 10

DODI 1100.22

Policy and Procedures for Determining Workforce Mix

Executive Order 11593

Protection and Enhancement of the Cultural Environment (Available at <http://www.archives.gov/federal-register/codification/executive-order/11593.html>.)

Federal Acquisition Regulations (FAR), Part 37

Service Contracting (Available at <http://www.acquisition.gov/far/current/html/FARTOCP37.html>.)

FM 1-05

Religious Support

FM 27-10

The Law of Land Warfare

FORSCOM Regulation 500-3

U.S. Army Forces Command Mobilization Deployment and Execution System (FORMDEPS) (Available at <http://www.forscom.army.mil/>.)

MIL-STD-3007

Standard Practice for Unified Facilities Criteria and Unified Facilities Guide Specifications

5 USC 552

Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings

10 USC 14101

Convening of Selection Boards

10 USC 14301

Eligibility for Consideration for Promotion: General Rules

10 USC 14308

Promotions: How Made

10 USC 14706

Computation of Total Years of Service

OSD Policy Memorandum

Payment of fees for guest speakers, lecturers and panelists, 3 April 2007. (Available at http://www.dod.mil/dodgc/defense_ethics/resource_library/payment_speaker_fees.pdf.)

Revised HQ IMCOM Chaplain Memorandum

Chapel Volunteer Management System Implementing Guidance, 6 January 2011 (Available from HQ IMCOM Command Chaplain's Office. Contact for most current guidance.)

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms**

Unless otherwise indicated, DA Forms are available on the APD Web site (<http://www.apd.army.mil>) and DD Forms are available on the OSD Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/>).

DA Form 11-2

Internal Control Evaluation Certification

DA Form 67-10-2

Field Grade Plate (O4 - O5; CW3 - CW5) Officer Evaluation Report

DA Form 1059

Service School Academic Evaluation Report

DA Form 2028

Recommended Changes to Publications and Blank Forms

DD Form 368

Request for Conditional Release

DD Form 1391

FY__Military Construction Project Data

DD Form 2088

Statement of Ecclesiastical Endorsement

Appendix B**Office of the Chief of Chaplains Staff and Senior Reserve Component Chaplain Roles and Functions**

Table B-1 shows the OCCH staff functional areas of interest and table B-2 shows USARC Chaplain and Senior ARNG Chaplain duties.

Table B-1.
Office of the Chief of Chaplains staff functional areas of interest

Chief of Staff	
OCCH administrative officer	Public relations coordinator (invocations, presentations, and so forth)
Public information coordinator Freedom of Information Act/Privacy Act (FOIA/PA)	Regiment coordinator
Director of Administration Functions	Manages suspense actions
Represents the DCCH-CCH	Executive Officer for special access clearance (SAC)
Senior action officer for the DCCH and CCH for administration requirements	
Director of Personnel	
CCH Trainer for chaplain personnel requirements and chaplain personnel action officer training	Formulate and implement chaplain personnel policy and guidance, assignment priorities, and manage under-represented religious group priorities
Supervise the maintenance of the chaplain career management individual files	Direct, provide chaplain personnel training/briefings, and interviews
Direct Chaplain Assignments System and manage Colonel Assignment System	Direct Chaplain Schools Selection Boards and Utilization Assignments, manage Advisory Board Process, and Support DA Centralized Board Process
Direct and manage chaplain personnel proponent functions	Liaison with endorsing agents on issues of personnel management
Manage chaplain recruiting and accessioning goals, budget end strength (BES), promotion system, personnel distribution plan, accession/appointment recommendation process	
Director of Operations	
Direct, manage, establish and communicate Chaplain Corps policy development to include: officer and enlisted proponency, moral and religious welfare, religious support to Soldiers and Families, training and leader development, strategic planning, CCH policies and regulations	Direct force management for the Chaplain Branch, including force development, force integration, and force mobilization requirements
Oversee Chaplain Corps and CCH-directed research, analysis and studies with coordinating support and liaison with senior-level chaplain research in conjunction with Senior Service College or Army War College Fellowship programs	Integrate Chaplain Branch combat developments policy, guidance and actions across Chaplain Corps lines of effort in support of the Chaplain Corps strategic plan
Integrate Chaplain Corps leader development, training and career life-cycle initiatives across all Branch lines of effort, within all three components of the Total Army	Manage CCH long-range goals, strategic plan, and direct strategy development for the Chaplain Branch
Direct OCCH communications and Chaplain Corps communication efforts, activities and strategy	Provide staff oversight of religious support material development and acquisition
Chair C3WG	Liaison with Army Staff offices: Office of the Chief of Public Affairs and Office of the Chief Legislative Liaison
Direct marketing, communications, and media development	Direct the development of strategic partnerships with centers of influence
Director of Sustainment and Information	
Direct NAF Chaplains Fund Operations and use of APF in religious support	Direct CCH Grant and Specialized Services Programs APF and NAF
Chair CCARSS Advisory Group	Direct CMRP
Direct the DACH Budget cycle to include Planning, Programming, Budgeting and Execution/Program Objective Memorandum	Direct materiel development in religious support
Direct logistics management in religious support	Advisor for Protestant Women of the Chapel USA
Direct facilities management and construction in religious support	Plan, program, and budget of RS materiel development
CCH Trainer for information, resources management, logistics, and military construction requirements	
Director of Soldier and Family Ministry	
Manage the PST Family Life (PST-FL) portion of the post CHBOLC reinforcement training and certify FLCs to provide PST FL	Direct Chaplaincy Spiritual Leadership planning and development to include: vocation, Chaplaincy Mentoring Program, and ministry initiatives to positively influence Army culture

Table B-1.
Office of the Chief of Chaplains staff functional areas of interest—Continued

Direct branch incentives development strategy to eliminate religious group under-representation	Certify credentials of all Religious Education personnel for the CCH
Director of Reserve Components Integration	
CCH Staff advisor for Reserve Affairs	Establish RC Chaplain Branch policy in coordination with CCH
Liaison and integrator of USAR with Component 1 and 2	CCH Senior Trainer for USAR Chaplain Branch
Manage and Coordinate USAR manpower, accession, and personnel actions	Advisor to CAR and OCAR staff
Coordinate RC Affairs with DOD and DA agencies	Manage USAR Chaplain Program, assignments, accessions and the USAR Chaplain Candidate Program
Manage OCCH IMA's and CCH Contingency Force Pool, in coordination with the Director of Operations	Recruiting liaison with OCAR, USAREC, and USARC
Manage and fill USAR chaplain PDE seat quotas	
<p>Note: These are the functional areas of interest in the OCCH. The list is not an exhaustive list of duties. These are provided as a point of reference to assist the Chaplain Corps at large in addressing issues with the appropriate staff proponent. The directors serve a variety of additional responsibilities associated with Army Staff requirements and CCH discretion.</p>	

Table B-2.
U.S. Army Reserve Command Chaplain and Senior Army National Guard Chaplain duties

The USARC Command Chaplain	
Develops and executes the CMRP and implements the CCH strategic plan	Coordinates with appropriate headquarters and Joint Forces Headquarters Senior Army National Guard Chaplain (JFHQ-SRARNG-CH) to facilitate responsive and relevant religious support in DSCA operations
Implements the CCH Recruitment Program for USARC	Reviews force structure requirements and recommends changes to OCCH and coordinates changes with DACH-RCs Integration, OCAR, and USARC Force Management
Plans, conducts, supports, and assesses the training and readiness of USAR UMTs	Provides OCCH with a monthly status report of mobilized USAR UMTs
Develops and executes Chaplain Corps mobilization and contingency plans	Supports the Army Chaplain Corps strategic plan in the USAR. Manages and fills USAR Chaplain functional or nominative training
Ensures appropriate level of readiness for UMTs within the Army Force Generation cycle	Coordinates with DACH-RCs Integration, USAREC and RSC to fill critical vacancies within geographical areas
Develops and implements policy to enhance readiness of USAR UMTs	Manages all Operational, Functional, Training, and Supporting Command Chaplain assignments
Provides life-cycle management to TPU UMT members through RSC UMTs and Operational, Functional, Training, and Supporting Command Chaplains	Coordinates with the DACH-Operations and DACH-RCs Integration on matters of mutual interest that create religious support synergy and unity of effort across the USAR
The Joint Force Headquarters Senior Army National Guard Chaplain (JFHQ-SRARNG-CH)	ARNG Staff Chaplain
Coordinates and administers the ARNG Chaplain Candidate Program	Provides OCCH with a monthly status report of mobilized ARNG UMTs
Monitors the planning and mobilization process as it affects the retention and recruitment of ARNG UMT members	Serves as the ARNG chaplain liaison with the OCCH, USAR, and DARNG
Enables ARNG UMT responsiveness and preparedness for State or Federal call up	Keeps OCCH informed of ARNG force structure and manning levels
Plans, conducts, supports and assesses the training and readiness of UMTs in their State or territory	Monitors Title 32 and Federal technicians (chaplain and religious affairs specialist) end-strength
Liaisons with Voluntary Organizations Active in Disaster and key religious leaders within their State or territory	Provides oversight of life-cycle management of ARNG Title 10 chaplains and religious affairs specialists in conjunction with ARNG G-1
Provides oversight of life-cycle management of ARNG Title 32 and Federal technicians (chaplains and religious affairs specialists) in conjunction with JFHQ G-1 in their respective State or territory	Serves as the ARNG Staff Advisor with the OCCH, USAR, DARNG and National Guard Bureau Office of the Chaplain

Table B-2.
U.S. Army Reserve Command Chaplain and Senior Army National Guard Chaplain duties—Continued

Supports the CCH Recruitment and Retention Program and the strategic plan	Provides input to DARNG and GSS on total force end-strength requirements
	Supports the Army CCH Strategic Plan

Note: This list of duties provides the base line expected by the OCCH. It is not exhaustive. The RCs carry a large variety of responsibilities independent of this table.

Appendix C Internal Control Evaluation — Contracting for Religious Services

C-1. Function

The function covered by this evaluation is contracting for religious services.

C-2. Purpose

The purpose of this evaluation is to assist assessable unit managers, internal control administrators, and CRMs in evaluating the key internal controls outlined below. It is not intended to cover all controls.

C-3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

C-4. Test questions

- a. Does the NPS contract have service definitions that clearly define the nature of the services to be performed?
- b. Does the contract state services to be performed in terms of number of services or products times the applicable rate?
- c. Has the appropriate ACOM, ASCC, DRU, JFHQ-ARNG, or USARC Staff Chaplain granted approval to contract for religious services?

C-5. Supersession

This evaluation replaces the AR 165-1, Management Control Evaluation Checklist, dated 3 December 2009.

C-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to: Office of the Chief of Chaplains (DACH-Sustainment and Information), 2700 Army Pentagon, Washington DC 20310-2700.

Appendix D Internal Control Evaluation

D-1. Function

The function covered by this evaluation is CTOF operations.

D-2. Purpose

The purpose of this evaluation is to assist assessable unit managers, Internal Control Administrators, and Chaplaincy Resources Managers in evaluating the key internal controls outlined below. It is not intended to cover all controls.

D-3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

D-4. Test questions

Administrative and Legal Documentation.

- a. Does the CTOF have an SOP?
- b. Is documentation available showing establishment of the fund?
- c. Is documentation available showing the tax identification number? Do the fund manager and the fund technician have appointment orders?
- d. Have the fund manager and the fund technician received USACHCS training?
- e. Are the fund manager and the fund technician bonded (risk management plan insurance)?
- f. Are bank documents available and current showing individuals authorized to sign checks?
- g. Do bank documents identify the fund manager as the official fund custodian?
- h. Do bank documents state that any check \$3,000.00 or more requires a second signature?
- i. Are checks used to make payments or to withdraw funds preprinted and pre-numbered sequentially?
- j. Do checks have the words An Instrumentality of the United States in the name header?
- k. Are blank checks stored in an approved and locked container?
- l. Does the fund manager open and review all mail addressed to the fund?
- m. Is there an established list of who has access to the keys or combinations of the locked containers?
- n. Are keys or combinations to locks and containers safeguarded and changed when there is a change in personnel?
- o. Have key personnel with internal control responsibilities received internal control training?
- p. Do the assessable unit managers and Internal Control Administrator performance agreements contain explicit internal control responsibilities?
- q. Are computer programs password protected and are these passwords changed if there is a change in personnel?

D-5. Safeguarding funds

- a. Are offerings counted by at least two persons immediately upon removal from public view and substantiated by a signed offering control report?
- b. Do the number of offering control reports correspond with the number of services?
- c. Are cash receipts, petty cash, deposits in transit, and all other monies secured in an approved and locked safe?
- d. Are all receipts, including cash, checks, and other negotiable instruments deposited in a bank and vouched on the date of receipt or on the first business day following receipt?
- e. Are bookkeeping duties segregated from the offering counting and performed by different persons?
- f. Are all bank accounts (statements) and transaction reports reconciled each month and verified by the fund manager?
- g. Are invoices paid within 30 days of the invoice date?
- h. Do two disinterested persons conduct an informal inspection once a month?
- i. Are the monies being collected at fund raisers under the control of two persons at all times?
- j. Are these monies kept in a secure area and counted, deposited and recorded in the same manner as offerings collections?
- k. Are receipts presented for all petty cash purchases?
- l. Are petty cash accounts balanced by someone other than the manager of the petty cash fund?
- m. Is there an established list of who has access to debit cards and PIN numbers?
- n. Are there procedures in place to acquire the debit cards and change the PIN numbers if there is a change in personnel?
- o. Are debit cards kept in a secure locked location when not in use?
- p. Are there safeguards in place to assure that debit cards cannot be used to make cash withdrawals?
- q. Does someone other than the person or persons with authority to use the debit cards reconcile debit transactions on bank statements?

D-6. Chapel tithes and offerings fund Government purchase cards

- a. Have all CTOF GPC cardholders received initial and annual refresher training?
- b. Has the CTOF GPC Billing Official received initial and annual refresher training?
- c. Is there an established list of all GPC cardholders with their login?
- d. Are there safeguards in place to assure GPC cards cannot be used to make cash withdrawals?
- e. Are there procedures in place to close GPC cardholder accounts and destroy cards when personnel change?
- f. Are GPCs kept in a secure locked location when not in use?
- g. Did all GPC cardholder purchases have prior approval from the billing official?
- h. Did only the CTOF GPC cardholder make purchases with their card?
- i. Were all purchases within the cardholders purchase limits?

- j.* Did cardholders put all transactions in the transaction journal?
- k.* Did cardholders follow established GPC SOP procedures for approving and reconciling purchases for each cycle date?
- l.* Did the billing official follow established GPC SOP procedure for reconciling all cardholder statements, reconciling the managing account CTOF GPC statement, and paying the bill?
- m.* Was the statement paid within 5 days of the cycle date by the billing official?

D-7. Contracts

- a.* Are all contracts reviewed for legal sufficiency and tax implications as NPS contracts?
- b.* Is maximum competition sought on all non-personal service contracts?
- c.* Are all CTOF contracts over \$25,000 forwarded to the appropriate ACOM, ASCC, DRU, JFHQ-ARNG or USARC Staff Chaplain for approval?

D-8. Supersession

This checklist replaces the AR 165-1, Management Control Evaluation Checklist, appendix E, dated 3 December 2009.

D-9. Comments

Make a better tool for evaluating internal controls by submitting comments to: Office of the Chief of Chaplains, (DACH-Sustainment and Information), 2700 Pentagon, Washington, DC 20310-2700.

Glossary

Section I

Abbreviations

ACCH-ARNG

Assistant Chief of Chaplains for the Army National Guard

ACCH-AR

Assistant Chief of Chaplains for the Army Reserve

ACOM

Army command

AC

Active Component

ADSO

active duty service obligation

ALC

Advanced Leaders Course

AFCB

Armed Forces Chaplains Board

AGR

Active Guard Reserve

AMC

Army Materiel Command

AOC

area of concentration

APF

appropriated fund

APFT

Army physical fitness test

AR

Army regulation

ARNG

Army National Guard

ARNG-GSS

The Army National Guard-Strength Support Division

ASCC

Army service component command

CAR

Chief, Army Reserve

CCARSS

Chaplain Corps Automated Religious Support System

CCH

Chief of Chaplains

CEU

continuing education unit

CFLC

Chaplain Family Life Center

CMRP

command master religious plan

CONUS

continental United States

CPBAC

Chaplaincy Program Budget Advisory Committee

CPE

clinical pastoral education

CRM

chaplaincy resources manager

CTA

common tables of allowances

CYS

child and youth services

DA

Department of the Army

DACH

Department of the Army Chief of Chaplains

DARNG

Director, Army National Guard

DCCH

Deputy Chief of Chaplains

DCS

deployment cycle support

DCS, G-1

Deputy Chief of Staff, G-1

DL

distance learning

DLA

Defense Logistics Agency

DOD

Department of Defense

DODD

Department of Defense directive

DODI

Department of Defense instruction

DRE

director of religious education

DRU

direct reporting unit

DSCA

defense support to civil authorities

FM

field manual

FORSCOM

Forces Command

GPC

Government purchase card

HQDA

Headquarters, Department of the Army

HRC

Human Resources Command

IA

individual augmentee

ILE

intermediate level education

IMA

individual mobilization augmentee

IMCOM

Installation Management Command

IRR

individual ready reserve

JFHQ

Joint Forces Headquarters

JFHQ–SRARNG–CH

Joint Forces Headquarters Senior Army National Guard Chaplain

JJIM

joint, interagency, intergovernmental, and multinational

MASCAL

mass casualty

MEDCOM

Medical Command

METL

mission-essential task list

MOS

military occupational specialty

MRD

mandatory release date

MTOE

modified table of organization and equipment

MWR

morale, welfare, and recreation

NAF

nonappropriated funds

NAFI

nonappropriated fund instrumentality

NCO

noncommissioned officer

NCOES

noncommissioned officer education system

NPS

non-personal services

OCAR

Office of the Chief, Army Reserve

OCCH

Office of the Chief of Chaplains

OCONUS

outside the continental United States

pam

pamphlet

PE

program element

PME

professional military education

PTDY

permissive temporary duty

RA

Regular Army

RC

Reserve Component

RO

religious organization

RSC

regional support command

SARC

sexual assault response coordinator

SC

senior commander

SNN

standard NAFI identification number

SOP

standard operating procedure

SRP

Soldier Readiness Program

TDA

table of distribution and allowances

TDY

temporary duty

TOE

table of organization and equipment

TPU

troop program unit

TRADOC

Training and Doctrine Command

UMT

Unit Ministry Team

UPH

unaccompanied personnel housing

USACHCS

United States Army Chaplain Center and School

USAR

United States Army Reserve

USARC

U.S. Army Reserve Command

USAREC

U.S. Army Recruiting Command

USC

United States Code

UVA

unit victim advocate

Section II**Terms**

This section contains no entries.

Section III**Special Abbreviations and Terms****C3WG**

Chaplain Corps Communication Working Group

C4

Chaplain Captains Career Course

CDID

Capability Development Integration Directorate

CFAS

Chaplaincy financial accounting system

CFF

Chaplain field fund

CHBOLC

Chaplain Basic Officer Leadership Course

CTOF

chapel tithes and offerings fund

DRGL

distinctive religious group leader

EERS

essential elements of religious services

FLC

Family Life Chaplain

GSD

Guard Strength Directorate

HD-LD

high demand-low density

MLT

moral leadership training

PMOC

Protestant Men of the Chapel

PST

pastoral skills training

PST-FL

pastoral skills training-family life

PYOC

Protestant Youth of the Chapel

RCC

Recruiting and Retention Commander

SLE

Soldier leader engagement

SrCH

Senior Chaplain

TLDG

training and leader development guidance

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