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**\*Army Regulation 165–1**

**Effective 5 March 2024**

## Chaplain Corps Activities Army Chaplain Corps Activities

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By Order of the Secretary of the Army:

RANDY A. GEORGE  
*General, United States Army*  
*Chief of Staff*

Official:

  
MARK F. AVERILL  
*Administrative Assistant to the*  
*Secretary of the Army*

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**History.** This publication is a major revision.

**Authorities.** This regulation implements Title 10 United States Code and DoDI 1304.28.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to Department of the Army Civilians.

**Proponent and exception authority.** The proponent for this regulation is the Chief of Chaplains. The proponent has the authority to approve exceptions 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 requirements.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

**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-SPR), [usarmy.pentagon.hqda-occh.mbx.policy@army.mil](mailto:usarmy.pentagon.hqda-occh.mbx.policy@army.mil).

**Distribution.** This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This publication supersedes AR 165–1, dated 23 June 2015.

# ***SUMMARY of CHANGE***

AR 165–1  
Army Chaplain Corps Activities

This major revision, dated 5 February 2024—

- Describes the new responsibilities of the Chief of Chaplains in assisting the Assistant Secretary of the Army (Manpower & Reserve Affairs) by developing and implementing policy for the Army Chaplain Corps in accordance with AGO 2020–01 (para 1–10).
- Provides new roles and responsibilities of senior command chaplains at all stand-alone Divisional posts and all Center of Excellence training locations in accordance with HQDA EXORD 104–20 in order to improve religious support delivery and unity of effort, unity of command, rating equity, and leader development (para 1–10).
- Describes chaplain detachments as an essential element of the Chaplain Corps and key formations in the U.S. Army Reserve and Army National Guard (para 2–3).
- Provides chaplain assignment considerations to religious programs and services to reflect religious leader diversity and broaden outreach to represent diverse types of religious beliefs and practices on a military installation (chap 3).
- Describes changes in religious affairs specialist capabilities and competencies while paralleling the chaplain's responsibilities within the enlisted counterpart's role (paras 4–3 and 4–4).
- Updates requirements for chaplain recruitment and clarifies difference between recruiting Components 1 & 3 and Component 2 (chap 6).
- Updates requirements for Chaplain Personnel Management including Provisional Endorsements and Manning Guidance language (paras 8–5 and 8–7).
- Updates training requirements for chaplains and religious affairs specialists at United States Army Chaplain Center and School and describes responsibilities for Graduate School for Army Chaplain Corps Professional Development for education and professional development (paras 9–2, 9–3, 9–4, 9–6, and 9–7).
- Clarifies Chaplain Resource Management language including Constitutional and Statutory Essential Elements of Religious Service in order to support proper use of appropriated funds for religious support activities (para 14–1).
- Describes updated Chapel Tithes and Offerings Funds structure (paras 15–2, 15–5, and 15–6).
- Describes updated requirements for Reserve and National Guard Bureau chaplain management (throughout).
- Describes building spiritual readiness as a key responsibility for the Chaplain Corps in meeting the Army's requirement (throughout).
- Provides updated terminology to align with the current organizational structures through the Chaplain Corps' transformation efforts (throughout).

- Clarifies three training domains (institutional, operational, and self-development) of professional development of chaplains and religious affairs specialists to better articulate responsibilities and mandates for professionalism and to reflect Army Learning and Proponent Learning Strategy (throughout).

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## **Chapter 1**

### **Introduction**

#### **Section I**

##### **General**

##### **1–1. Purpose**

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

##### **1–2. References, forms, and explanation of abbreviations**

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

##### **1–3. Associated publications**

Procedures associated with this regulation are found in DA Pam 165–19.

##### **1–4. Responsibilities**

See section II of this chapter.

##### **1–5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in the Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

##### **1–6. Establishment of the Army Chaplain Corps**

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 CHC 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.

##### **1–7. 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 CHC in striking a balance between the Establishment and Free Exercise Clauses.

b. In the pluralistic religious setting of the military, the CHC continues to adapt and transform in accordance with current Army modernization efforts. The CHC provides religious support for all Soldiers, Family members, and authorized Department of Defense (DoD) Civilians from all religious traditions. The CHC role of religious support is not limited strictly to matters of religion. While a historic Army CHC function involves providing moral and ethical leadership and advice; ethical and moral impacts, and decisionmaking often involve non-religious personal and institutional values and ethics. In this context, the religious

support of the CHC applies to both religious and non-religious personnel (see ATP 1–05.04). 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.

#### **1–8. The Chaplain Corps and public law**

a. 10 USC 7073, 10 USC 7217, and 10 USC 7231 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 7217).

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.

#### **1–9. Policy development**

##### *a. Establishment of policy.*

(1) The CCH assists the Assistant Secretary of the Army (Manpower & Reserve Affairs) (ASA (M&RA)) with developing policy for the Army CHC.

(2) Recommendations for policy changes are submitted through staff channels to the CCH via the Assistant Director of Proponency, Office of the Chief of Chaplains (OCCH).

##### *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 CHC will be forwarded to the Assistant Director of Proponency, OCCH, for review before publication.

(2) The Assistant Director of Proponency, OCCH, is responsible for reviewing regulations and draft regulations for the CCH. The ASA (M&RA) is the approval authority for all policy, including that in paragraph 1–9b(1).

## **Section II**

### **Responsibilities**

#### **1–10. Chief of Chaplains**

The CCH provides leadership to the CHC 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 on chaplaincy matters.

b. Assist the ASA (M&RA) with developing and implementing policies and programs that affect religious support or have a nexus with the chaplaincy.

c. Develop and coordinate DOTMLPF–P requirements associated with the Chaplain Corps, and exercises Headquarters, Department of the Army (HQDA) responsibility for the CHC and directs Armywide religious support to Soldiers, Family members, and authorized personnel (see AR 5–22 and AR 600–3). In coordination with the ASA (M&RA), the CCH will—

(1) Approve all Regular Army (RA) chaplain assignments, including release from active duty, and exercise personnel management authority for the CHC and religious education specialists.

(2) Direct and supervise all aspects of recruitment and accessioning of qualified religious professionals from religious organizations, and establish career development life cycle (see DoDI 1304.28).

(3) Provide proponent advisement to the Chief, National Guard Bureau (CNGB) for chaplain and religious affairs specialist personnel requirements.

- (4) Establish plans and programs for the Army CHC.
- (5) Establish venues, working groups, and councils designed for leader development at the strategic-level.
- (6) Exercise HQDA responsibility for moral leadership in the Army (see AR 350–1).
- (7) Determine all religious support requirements relative to doctrine, organization, training, materiel, leader development and education, personnel, and facilities; consistent with AGO 2020–01.
- d. Oversee the training, education, and self-development guidance for professional development of chaplains, religious affairs specialists, and selected DoD Civilians. To train and develop leaders, in coordination with the ASA (M&RA), the CCH will—
  - (1) Ensure publication of the CCH's Training and Leader Development Guidance.
  - (2) Approve chaplain career training objectives.
  - (3) Through the Religious Support Operation Center (RSOC), integrate training, education, and self-development initiatives in accordance with the Proponent Learning Strategy across the CHC.
- 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 authority for the Army to the DoD, the Joint Staff, the Army Staff, National Guard Bureau (NGB) Joint Activity, Army commands (ACOMs) (all components (COMPOs)), and other governmental agencies on all matters regarding the Army CHC.
- i. Coordinate with ecclesiastical endorsing agencies, leaders of religious organizations, and chaplain services of other nations regarding the Army CHC.
- j. Approve joint, interagency, intergovernmental, and multinational religious support interoperability initiatives, activities, and agreements, consistent with law and policy.
- k. Represent the DA on the Armed Forces Chaplains Board (AFCB) (see DoDI 5120.08).
- l. Establish metrics for evaluating Army religious programs to enhance installation decisions (see AR 5–18).
- m. Provide policies and management for the budgeting and resourcing of religious support in the Army.
- n. Direct CHC 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 and assist with policy and guidance for the CHC regarding military operations, contingencies, and mobilization, deployment, redeployment, and demobilization. Coordinate the mobilization, management, training, and readiness of Reserve Component (RC) (Army National Guard (ARNG) and U.S. Army Reserve (USAR)) chaplains and religious affairs specialists.
- p. Ensure the CHC is responsive to mass casualty (MASCAL) needs in accordance with HQDA MASCAL Response Plan (Incident Management).
- q. Lead Army initiatives in partnership with HQDA stakeholders such as The Surgeon General and Deputy Chief of Staff, G–1 (DCS, G–1) on spiritual readiness initiatives, and leverage empirical data to support the positive correlation between spiritual and religious development and holistic health in Soldier readiness.
- r. Serve as an advisor to the DCS, G–1 on matters pertaining to religious accommodations. Develop and publish training on the process for requesting and receiving religious accommodations (see AR 600–20).
- s. Establish the criteria for DREs and certify all candidates for religious education positions before employment. The CCH will maintain a register of certified DREs and verify certification of applicants for position vacancies prior to Civilian Personnel Advisory 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). As proponent for religious educator career development, will expect 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.
- t. Through Department of the Army, Chief of Chaplains-Recruiting (DACH-REC) will—
  - (1) Determine CHC requirements to meet the pluralistic religious needs of the Army.
  - (2) Determine RA chaplain accessions to meet annual requirements.



- (3) Coordinate chaplain and chaplain candidate recruiting mission requirements with the CNGB.
- (4) Coordinate annual USAR chaplain and chaplain candidate recruiting mission requirements with the Chief, Army Reserve (CAR).
- (5) Coordinate USAR recruiting mission changes with the CAR.
- (6) Direct the CCH Marketing and Communications Plan in coordination with DACH-REC.
- (7) Support DACH-REC requests for funding and recruiting incentives through Army and legislative channels.
- (8) Coordinate with the CAR and CG, US Army Recruiting Command (USAREC) to establish adequate authorizations and personnel to accomplish recruiting missions for chaplain and chaplain candidate accessions.
- (9) Ensure 100 percent fill of chaplain recruiter authorizations.
- (10) Determine the requirements for CHC marketing and communication initiatives.
- (11) Operationalize Every Chaplain Corps Member a Recruiter throughout the total army chaplaincy.
  - u. Act as convening authority for accession selection boards.
    - (1) A general officer within the CHC will chair the accessions committee.
    - (2) Convene, as needed, accession selection boards to consider applications for chaplain appointment or reappointment to the Army Chaplain Corps Candidate Program.
    - (3) Serve as the approving authority for appointments to the Army CHC. Upon completion of each accession selection board, forward a memorandum of appointment for those approved to Human Resources Command (HRC) and/or the NGB requesting a commission be issued.
  - v. Act as approving authority for RA chaplain voluntary resignations, retirements, and non-regulatory active duty service obligation (ADSO) waiver requests.
    - (1) Make maximum use of voluntary release programs to minimize involuntary separations.
    - (2) Establish branch eligibility criteria for participation in voluntary separation incentive programs, when available.
  - w. Serve as 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.
  - x. Exercise HQDA responsibility for moral leadership in the Army (see AR 350-1).
  - y. Manage chaplain and religious affairs specialist assets through a decentralized process that allows quick response to contingency requirements.
    - (1) Provide the leadership for Unit Ministry Team (UMT) mobilization readiness. Chaplain assets are managed by the CCH through the functional counterparts at Army commands (ACOMs), Army service component commands (ASCCs), direct reporting units (DRUs), NGB, and US Army Reserve Command (USARC).
    - (2) Manage, in coordination with DCS, G-3/5/7, the sourcing of chaplains and religious affairs specialists from RA and RC assets to meet individual augmentee (IA) requirements in contingency operations, rear detachment religious support, high-demand, low-density chaplain requirements, and other unique religious support mission requirements.
  - z. Exercise oversight responsibility for CHC unique materiel requirements, procurement decisions, distribution strategy, and logistics and facilities management for all religious support items and real property furnished through appropriated funds (APF).
    - aa. Provide authorization for special items of equipment for UMT use that may not be included in the current common table of allowances (CTA), table of distribution and allowances (TDA), or modified table of organization and equipment (MTOE).
    - bb. Exercise responsibility for CTOF operations.
    - cc. Provide guidance for execution of programs that receive Army funding and DACH program management.
    - dd. Serve as an invitational advisor to the Army corrections council (see AR 190-47).
    - ee. Other CHC leadership will include—
      - (1) *Deputy Chief of Chaplains*. The Deputy Chief of Chaplains (DCCH) serves as the chief strategist for the CHC and senior coordinating general officer for actions assigned to the DCCH-AR and the United States Army Institute for Religious Leadership (USA-IRL). As directed by the CCH, serves as the intermediate rater for senior-level active duty chaplains. The DCCH will—
        - (a) Coordinate chaplain recruitment for the Total Army.

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

(c) Exercise oversight, as directed by the CCH, over the following: Strategy, Proponency, and Resources Directorate (DACH-SPR), the RSOC, and USA-IRL.

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

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

(2) *Deputy Chief of Chaplains for the Army Reserve.* The DCCH-AR serves as the general officer coordinator on all matters of USAR chaplaincy for the CCH and the CAR. The DCCH-AR communicates CAR command information and issues to the CCH and coordinates and communicates CCH priorities with the CAR and USAR subordinate commands. The DCCH-AR will—

(a) Review and provide advice on the development of the CCH's Training and Leader Development Guidance.

(b) Implement the strategic guidance for the CHC with the USAR.

(c) Advise on USAR unit ministry team (UMT) force structure in the U.S. Army Reserve Command (USARC). Assist with USAR force projection requirements and mobilization strategy for the CCH.

(d) Advise and promote the USAR chaplain recruiting program in accordance with the CCH and CAR goals and objectives.

(e) Serve as chairman of the USAR chaplain Mandatory Removal Date Extension Panel and participate in CCH leadership forums, councils, and working groups.

(f) Serve as the senior Army proponent advisor for Active Guard Reserve (AGR) issues; review and approve all AGR assignments. Coordinate with the CCH on filling the two most critical chaplain AGR positions: Director, Department of the Army Chief of Chaplains-Reserve Component Integration (DACH-RCI) and USARC Command chaplain. Additionally, serve on the selection panel for chaplains applying for USAR command chaplain vacancies.

(g) As directed by the CCH, serve as intermediate rater for USARC Command chaplain and DACH-RCI Director.

(h) Provide recommendations to the CCH as member of the General Officer Steering Committee and advises Senior Executive Leadership Council on USAR affairs.

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

(3) *Chaplain Corps Regimental Sergeant Major.* The Chaplain Corps Regimental Sergeant Major (RSGM) 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 RSGM will—

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

(b) Serve as liaison with senior enlisted advisors to the Navy and Air Force Chiefs of Chaplains.

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

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

(4) *Commandant/Deputy Director, U.S. Army Institute for Religious Leadership.* The Commandant controls and coordinates all aspects of the CHC school, serves as the lead agent for the CCH in supervision of the CHC center with its three directorates (Training Directorate, Graduate School, NCO Academy) and the U.S. Army Chaplain Museum; and serves as the USA-IRL representative for proponency matters to Training and Doctrine Command (TRADOC) for the CHC (see AR 5-22). The Commandant will—

(a) Establish Proponent Learning Strategy, defining Corps approach to Training, Education/Professional Development and self-learning (see TRADOC Regulation 350-70 and AR 5-22).

(b) In coordination with OCCH, Branch Chief/RSOC maintain comprehensive Chaplain Career Map on behalf of the CCH.

(c) Oversee maintenance of Individual Critical Task List (ICTL) and professional objectives (POs) that provide course standards/objectives that fully support the Proponent Learning Strategy and the Chaplain Career Map.

(d) Oversee registrar functions on behalf of OCCH to ensure Structure and Manning Decision Review and quotas, course/class scheduling, enrollments, graduations, and relief actions.

(e) Oversee Army Learning (training, education, and self-learning initiatives) to ensure high quality training, education, and self-learning opportunities that support the CCH's Training and Leader

Development Guidance and professionalization of the CHC in the institutional, operational, and self-development domains of training.

*(5) Senior command chaplain.*

(a) At all stand-alone divisional posts and all Center of Excellence training locations, the CHC has implemented senior command chaplain (SCCH) alignment in order to improve religious support delivery and unity of effort, unity of command, rating equity, and leader development. At these installations, the senior commander (SC) executing 10 USC responsibilities requires a designated O–6 chaplain for advisement, oversight, and synchronization of religious support across the enterprise. Additionally, the SCCH will represent the CCH's proponentcy at these installations.

(b) This role aligns with the SC's role at these posts and will support and facilitate command priorities and initiatives; with primary responsibilities including providing religious support leadership, integration, synchronization, and unity of effort. The SCCH will provide mission command leadership and support for all chaplains at the designated location, to include the division chaplain (O–5), garrison chaplain (O–5), and chaplains at separate brigades (BDEs) and commands. The SCCH will provide guidance and synchronization for all organizations at their location and directly engage on those activities and initiatives that cross-organizational boundaries. This includes participating or designating participants in installation-wide deliberative bodies (for example, Commander's Ready and Resilient Council (CR2C), Sexual Assault Review Board (SARB), and so forth) to provide consolidated assessments and advisement to the SC on programs which provide services to Soldiers and Families. SCCHs will ensure that the division, garrison, and separate BDE/command chaplains function as the primary religious support leaders and advisors internal to their respective organizations.

(c) The SCCH will execute leadership responsibilities through the technical chain and in accordance with the Army Leader Development strategy and the CHC leader development programs. This includes guiding and shaping installation-wide UMT training to ensure execution of CCH Training Guidance and advancement of command priorities. The SCCH will also serve as coach and mentor to UMTs across the installation and may implement programs and initiatives aimed at individual and group development. SCCHs will encourage and guide subordinate leaders to execute unit and organizational specific training and coaching programs within their respective organizations.

(d) The SCCH will foster healthy relationships with key senior leaders across the installation to provide pastoral care. In addition, the SCCH will educate leaders at all echelons on the roles, functions, and capabilities of the SCCH chaplain section and their mission. The SCCH will provide primary internal advisement and expertise on religious matters to the SC as personal staff when the commander is acting as SC. Division chaplains will provide the primary internal advisement when the commander is acting as the division commander.

(e) The SCCH will facilitate the reception, integration, and utilization of all chaplain section members and their Families, and will ensure chaplain section support for garrison religious support operations, training, and/or special programs. This includes overseeing garrison chaplains who assign installation and tenant CHC personnel to such garrison religious services and programs.

(f) The SCCH will provide the CCH with information, assessment, and advisement on religious support for the installation or designated area of responsibility (AOR), as well as communication and leadership in the case of critical events, emergencies, and crises. The SCCH will serve as a conduit for OCCH strategic engagement on behalf of the CCH and DCCH. The SCCH will establish periodic lines of communication with all ACOM chaplains, including TRADOC and U.S. Army Forces Command (FORSCOM), to align specified religious support requirements, force structure, and the rating scheme of the ACOM UMTs.

(g) The SC will rate and senior rates the SCCH and will senior rate both division and garrison chaplain to provide rating equity. DCCH intermediate will rate the SCCH, since the DCCH provides external strategic engagement on behalf of the CCH. SCCH intermediate will rate both division and garrison chaplains to support rating equity. Rating schemes for other chaplains on garrison staff, in separate organizations, and at BDE and below will be determined in accordance with AR 623–3, local, and ACOM/Army service component command (ASCC) guidance.

(h) The SC will retain local decision authority for office location (to include possible office consolidation) and patch wear for the SCCH. The SCCH should assess and advise on these decisions and seek outcomes that avoid imbalance or overstep into division or garrison chaplain lanes, in order to ensure proper development of these O–5 chaplains as leaders.

(i) Division, garrison, and separate organization chaplains will handle normal and on-cycle Department of the Army Chief of Chaplains-Personnel (DACH-PER) assignment actions through established

ACOM/ASCC/direct reporting unit (DRU) channels. Working with DACH-PER, the SCCH will provide guidance and oversight for this process, engage as necessary for urgent off-cycle personnel issues, and cross-organizational actions, and provide feedback to DACH-PER, in coordination with Corps chaplain section, on key assignments and personnel.

(j) SCCH alignment does not change existing force structure modified table of organization and equipment (MTOE) or table of distribution and allowances (TDA). Religious affairs specialists and NCOs will remain aligned with their respective organizations and positions. The RSGM will designate a senior Religious Affairs NCO to provide NCO support and advisement to the SCCH as needed.

(6) *Senior chaplain.*

(a) As needed at other locations besides those listed in paragraphs 1–10ee(5)(a) through 1–10ee(5)(j) and where multiple commands and command chaplains exist, the CCH will designate the senior chaplain in support of the SC in order to function across the lines of command, organization, and assignment for the purposes of providing CCH-specified leadership and oversight for all CHC personnel.

(b) The CCH will designate senior chaplains on the basis of several factors: rank, seniority, assigned unit, scope of responsibilities, and relationship to the SC. The senior chaplain may be a garrison or senior-level chaplain and may be COMPO specific. Unless otherwise stated, the senior chaplain will carry out the same duties and responsibilities listed for the SCCH in the paragraphs 1–10ee(5)(a) through 1–10ee(5)(j).

(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) Assign chaplains to garrison religious programs and services on behalf of garrison commands and the proponent CCH in order to support command requirements to provide for free exercise of religions and meet Army mission priorities of strengthening community and spiritual readiness to enhance readiness.

(d) 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.

(e) In the absence of a designated SCCH or senior chaplain, facilitate CHC-specific training, providing a venue for all CHC personnel within their footprint, regardless of unit assignment, and ensure training management and plans are synchronized across the UMTs at an installation.

(f) In the absence of a designated SCCH or senior chaplain, participate or designate participants in installation-wide deliberative bodies (for example, CR2C, SARB, and so forth) to provide consolidated assessments and advisement to the SC on programs which provide services to Soldiers, Families, and DoD Civilians.

## **1–11. Assistant Secretary of the Army, Manpower and Reserve Affairs**

The ASA (M&RA), with the assistance of the Chief of Chaplains, will develop and oversee policies and programs that affect religious support or have a nexus with the chaplaincy. The ASA (M&RA) will also coordinate with the Chief of Chaplains the recruitment, accession, and assignment of Army chaplains.

## **1–12. Chief, National Guard Bureau**

The CNGB will—

a. Advise the Secretary of the Army; the Chief of Staff, Army; and the ASA (M&RA) on non-federalized religious affairs activities to include involvement in the State Partnership Program as it relates to the ARNG.

b. Plan, program, and administer the budget of the ARNG to support ARNG religious affairs activities, training, and recruiting incentives.

c. Coordinate to provide general officer representation on all matters pertaining to ARNG chaplains and religious affairs specialists to the CCH.

d. Provide input into the development of the Army Chaplain Corps Strategic Plan.

e. Implement and facilitate the distribution of CCH training strategy, policies, and guidance.

- f.* Monitor and assist the States in the recruiting, accessioning, retention, training, and readiness of ARNG Chaplain and religious affairs specialists.
- g.* Review ARNG chaplain requests for mandatory removal date (MRD) extensions and will forward subsequent recommendations to OCCH for concurrence or non-concurrence.
- h.* Ensure the CCH is provided with a monthly status report of ARNG force structure, manning levels, and mobilized ARNG UMTs.
- i.* Ensure the CCH is provided with a quarterly status report of ARNG recruiting and retention projections.
- j.* Ensure the CCH is provided with an annual status report of ARNG Chaplain and religious affairs specialist strength management assessments, force projection requirements, and mobilization strategies.
- k.* Administer, develop, and implement the Chaplain Candidate Program in the ARNG in coordination with the CCH.

### **1–13. 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 CG, USAREC.
- b.* Assign USAR chaplain and chaplain candidate missions to CG, USAREC.
- c.* Provide a coordination point of contact for chaplain RA and USAR recruiting issues.
- d.* Determine funding and personnel support requirements for chaplain and chaplain candidate recruiting missions to support CCH, OCAR, and USAREC requirements.

### **1–14. Chief, Army Reserve**

The CAR, through USARC and DACH-RCI, 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 Deputy Chief of Chaplains (DCCH–AR).
- c.* Provide funding for USAREC to support the USAR chaplain and chaplain candidate recruiting and accessions missions.
- d.* Award retirement point credit to USAR chaplains and religious affairs specialists for participation in chaplain recruiting.
- e.* Coordinate AGR chaplain and AGR enlisted personnel to USAREC through HRC to support chaplain and chaplain candidate recruitment missions.
- f.* Additionally, the CAR and/or CG, USARC will—
  - (1) Provide for the operational control of the USAR Chaplain Candidate Program.
  - (2) Budget and fund the USAR Chaplain Candidate Program.
  - (3) Budget and fund the Tuition Assistance Program.

### **1–15. Commanding General, U.S. Army Recruiting Command**

The CG, USAREC will—

- a.* Coordinate with the DCS, G–1; CAR; and CCH in establishing 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 RA and USAR chaplains.
- 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 CCH and CAR.
- f.* Provide recruiting mission logistic support.
- g.* Provide national advertising in support of the CHC mission.

### **1–16. Commanding General, Medical Command**

The CG, MEDCOM will—

- a.* Implement the CCH professional development training initiatives involving health care ministry.

- b. Provide clinical placement for Clinical Pastoral Education (CPE) at selected Army Medical Centers for chaplains.
- c. Ensure readiness for MEDCOM TDA chaplains through training, equipping, and coordinating personnel requirements to OCCH.

**1–17. 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 budgetary, materiel, and personnel support for chaplain-led religious, moral, and ethical programs to build a strong family structure, or to support the resiliency, suicide prevention, or holistic wellness within their commands pursuant to 10 USC 1789.
- b. Provide opportunity, time, and facilities for the free exercise of religion in accordance with law, regulations, and mission requirements.
- c. Accommodate 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 (see 10 USC 1789 and 10 USC 7217).
- 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 MTOE or TDA documents for their command (see AR 5–22).
- k. At battalion level and higher, have assigned chaplains and religious affairs specialists to perform or provide religious support within those organizations and advise the command.
- l. Deploy their chaplains and religious affairs specialists with their assigned units.
- m. Provide the UMT with appropriate private office space in the unit area that supports the requirement for confidentiality and privileged communication.
- n. Ensure that chaplains receive necessary professional development training by encouraging and funding attendance at technical and professional training events.
- o. Provide supplies and equipment needed for the religious support mission. Commanders will furnish chaplains with facilities, equipment, and transportation necessary to perform their duties and will support the essential elements of religious service (see paras 13–1 and 14–1).
- p. Ensure a proper and respectful continuum of care is provided for the management of sacred, blessed, or consecrated items (see para 12–6).
- q. Establish and disestablish the CTOF (see chap 15).
  - (1) Appoint, on orders, a qualified CTOF manager.
  - (2) Appoint, on orders, a qualified CTOF technician.
  - (3) Authorize the CMRP.
  - (4) Ensure that CTOF is inspected at least every two years, upon a change of fund manager, or prior to the consolidation, transfer, or disestablishment of a CTOF.
  - (5) Review the CPBAC minutes for adherence to published procedures. All CMRP reprogramming decisions will be captured in the CPBAC minutes.
- r. Provide for the command and control of the USAR chaplain candidates.
- s. Provide records management of the USAR chaplain candidates.

## **Chapter 2**

### **Religious Support in the Army**

#### **2–1. General**

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

b. Chaplains provide general advisement to commanders and Soldiers on the policies and procedures of religious accommodation. Chaplains conduct interviews with Soldiers requesting a religious accommodation. Unit commanders are generally the approving authority for all religious accommodation requests not requiring a waiver of Army policy. Religious accommodation requests that require a waiver of Army policy or DoD approving authorities are set by DoDI 1300.17 and AR 600–20. See these references for further guidance and procedures for religious accommodation.

c. Religious support activities using Government facilities are a primary entitlement for Soldiers, their Family members, authorized 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.

d. 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.

e. When working in a joint, interagency, intergovernmental, and multinational environment or where contractors are present, chaplains will 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 BDE-level and below, and chaplain section at echelons above BDE 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 key and essential manpower at every echelon of the force and are assigned to units at battalion level and higher, although some smaller units also have requirements for assigned religious support. While some religious support activities may be provided by contract which this regulation will describe, due to the deployable responsibilities of the chaplain and religious affairs specialist, these positions are inherently governmental-military as they are integrated in both MTOE and TDA units. Their positions may not be civilianized or contracted since doing so would restrict the free exercise of religion for Soldiers during the competition, crises response, and armed conflict phases of military operations. 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, moral, and spiritual 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 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 SCCH and 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, the CHC, and, in the case of chaplains, their endorsers. 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. Chaplain detachment teams

*a. Scope.* Chaplain detachment teams provide the Army CHC a force tailoring capability to respond to expeditionary requirements usually identified through the global force management process. The detachments represent a supplemental capability for religious support functions and for providing religious support across the range of military operations. The chaplain detachment teams are an augmentation capability, by Rule of Allocation, not a replacement for organic religious support or force structure. A chaplain detachment is comprised of mobilized RC chaplains and religious affairs specialists that, when mobilized, increase the commander's ability to meet religious support requirements (see FM 1–05).

*b. Authority.* The chaplain detachment lead chaplain does not serve as the unit commander, but as the detachment officer in charge. A chaplain has rank without command. Chaplains exercise general military authority to perform functions of operational supervision and control (see 10 USC 7231 and AR 600–20).

*c. Home-station tasks.* Unlike other chaplain sections and UMTs, chaplain detachment teams do not perform religious support at home station. When chaplain detachment teams are not deployed, their home-station tasks consist of those necessary to prepare, plan, and train for deployment.

*d. Administrative control.* While at home station, each chaplain detachment team remains in an administrative control relationship with an operational command headquarters. The command is responsible for ensuring that chaplain detachments participate in all required training, attend planning conferences, complete professional military education (PME) courses, receive allotted equipment, and maintain administrative and medical requirements for deployment.

### *e. Chaplain Detachment-Alpha Team.*

(1) Mission: Chaplain Detachment–A provides unit and denominational religious support during unified land operations and is normally assigned to a theater Army or equivalent separate task force headquarters.

(2) Capabilities: Plans, supervises, coordinates, and provides religious support for units operating within the sustainment area of operations; provides religious support for replacements and Force Reception, onward movement operations in marshaling areas; plans for and provides area and denominational support for unit concentrations in the Joint operations area; provides religious acclimatization support to incoming personnel and chaplain section/UMT replacements; provides other area and denominational religious support activities as required.

(3) Echelon assignment: To a theater Army, port, or equivalent separate task force HQ.

(4) Personnel: 1 CH (LTC), 1 CH (MAJ), 1 SFC 56M, 1 SPC 56M, and 1 PFC 56M.

(5) General: Chaplain Detachment–A teams are general support augmentation assets primarily designed for utilization during large scale combat operations, but may also be mobilized in support of non-combat operations as required if directed by the CCH. Prior to mobilization, the teams must have habitual training relationships with a specific aligned HQ and COMPO.

### *f. Chaplain Detachment-Bravo Team.*

(1) Mission: Chaplain Detachment–B provides unit and denominational religious support during unified land operations and area coverage during MASCAL events.

(2) Capabilities: Provides religious support activities for small units that deploy under the concepts of split-based operations and to units that do not have organic religious support assets; provides religious support to DoD Civilians, contractors, and other authorized personnel in the AOR, as dictated by the commander; deploys forward for immediate temporary UMT casualty replacement in divisional maneuver units as required; provides other area and denominational religious support activities as required.

(3) Echelon assignment: To an expeditionary sustainment command, or sustainment BDE.

(4) Personnel: 1 CH (CPT) and 1 SPC 56M.

(5) General: Chaplain Detachment–B teams are general support augmentation assets primarily designed for utilization during large scale combat operations, but may also be mobilized in support of non-combat operations as required if directed by the CCH.

### *g. Chaplain Detachment-Charlie Team.*

(1) Mission: Augments corps chaplain section during unified land operations to provide planning and liaison with the G–9/Civil Affairs to facilitate the chaplain sections supported civil military operations activities within the corps on behalf of the corps chaplain. The Chaplain Detachment–C is a direct religious support asset enabling the Corps' chaplain section to conduct 24-hour and split-based religious support planning, coordination, and execution.

(2) Capabilities: Plans for and coordinates religious support activities in support of area civil/military operations; liaises with government, religious nongovernment organizations (NGOs) and international



organizations; coordinates and monitors religious NGO and international organization requirements and issues; establishes links with religious NGOs and international organizations and with religious leaders of the host nation; performs other religious support activities as required.

(3) Echelon assignment: To a corps or Joint task force HQs.

(4) Personnel: 1 CH (LTC) and 1 SSG 56M.

(5) General: Chaplain Detachment–C teams are a direct support asset aligned with a specific Corps HQs and have habitual relationships for training and operational missions.

*h. Chaplain Detachment-Delta Team.*

(1) Mission: Augments division chaplain section during unified land operations to provide religious support planning, coordination, and execution functions to include unit and denominational religious support during decisive action. The Chaplain Detachment–D is a direct religious support asset enabling the division chaplain section to conduct 24 hour and split-based religious support planning, coordination, and execution.

(2) Capabilities: Plans for and coordinates religious support activities in support of area civil/military operations; liaises with government, religious NGOs and international organizations; coordinates and monitors religious NGO and international organization requirements and issues; establishes links with religious NGOs and international organizations and with religious leaders of the host nation; perform other religious support activities as required.

(3) Echelon assignment: To a division HQ.

(4) Personnel: 1 CH (MAJ) and 1 SSG 56M.

(5) General: Chaplain Detachment–D teams are a direct support asset aligned with a specific Division/COMPO HQs and have habitual relationships for training and operational missions.

## **2–4. Religious support capabilities and core competencies**

a. The Army CHC 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 operational impact of religion. These two required capabilities reflect the dual role of the CHC: professional military religious leader and professional military religious staff advisor (see 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. These two capabilities, "provide" and "advise," are best provided by highly competent religious support professionals. Army religious support professionals have the training, education, and self-development necessary to meet the CHC core competencies: nurture the living, care for the wounded, and honor the fallen.

d. Both the CHC and individual religious support professionals, chaplains, and religious affairs specialists, are responsible to ensure all Army religious support professionals are competent and able to meet the diverse and changing needs of the Army.

(1) USA–IRL conducts institutional domain training and professional education that set conditions for highly competent chaplains and religious affairs specialists.

(2) USA–IRL, OCCH, and religious support supervisors in the field share responsibility for operational domain training and professional education in order to facilitate effective integration of professional competencies into religious support functions across the Army.

(3) Ultimately, every religious support professional is responsible to develop themselves as professionals and to integrate those skills wherever they serve. To do this, religious support professionals engage in the self-development domain, utilizing the instructional and operational opportunities provided to maximize their own learning.

## 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 a religious organization meet the appointment requirements of DoDI 1304.28. Endorsement is the official formal statement by a recognized authority of a religious organization attesting to the credentials of an individual as a qualified religious ministry professional (see DoDI 1304.28). 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 and Army policy, religious requirements, and Army mission.

*c. Chaplain technical channel accountability.* Each chaplain also remains accountable to their 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 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 religious support across the garrison, area of operation, 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. A distinctive religious group is that with distinct religious needs that cannot be met by available military chaplains. 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 7231 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 6–27). Chaplain activities in religious support operations will not compromise the noncombatant status.

*g. Title.* As stated in AR 600–20, “All chaplains are addressed as ‘Chaplain,’ regardless of military grade or professional title. When a chaplain is addressed in writing, grade is indicated in parentheses, for example, “Chaplain (Major) John F. Doe.” 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.* 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 wellbeing of the command (see 10 USC 7217).

(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 and Army policy, 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 (see DoDI 1304.28).

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

(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 conflict 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 specific 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, Army policy, and any other military command directives.

(6) Chaplains will provide support to meet the religious and pastoral needs for authorized personnel confined in military confinement facilities (see AR 190–47).

(7) Chaplains will conduct Soldier leader engagement, 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 military occupational specialty (MOS) specific 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.* 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 local religious traditions on military operations.

(9) Use of religious buildings and equipment (see CTA 50–909).

(10) Recommendation of table of organization and equipment (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. 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 or assign a chaplain with extra responsibilities unrelated to primary duties. However, in the event of the death of a chaplain, another 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 a religious organization'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 the 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, or individual conscience. In assignment of chaplains to religious programs and services, the garrison chaplain will consider the following factors:

(1) The degree of theological compatibility between a chaplain and a religious worship community or group.

(2) The degree of theological and ecclesial compatibility with other servicing chaplains assigned on a chapel service leadership team.

(3) The need to ensure religious leader diversity, broadening outreach to represent diverse types of religious beliefs and practices represented on a military installation.

(4) Desires and preferences of individual chaplains for purposes of chaplain morale and professional development.

*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 chaplains. Accepting gifts is subject to guidance of DoD 5500.07–R.

*e. Chaplain travel.*

(1) With the appropriate approval, chaplains from across all Army COMPOs 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. Requests to attend and participate in conferences will be in accordance with AR 1–50.

(3) ARNG commanders may use their discretion in utilizing local funds for chaplains and chaplain candidates to attend endorser-established training, seminars, and religious updates in an appropriate duty status. Such activities serve as a means to maintain readiness and endorser requirements required by the Army. Any and all such activities must be in accordance with provisions of the Joint Travel Regulation and National Guard regulation (NGR) 350–1.

*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 should 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. Status: enlisted expertise for the Chaplain Corps**

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 their official duties. The chaplain assistant was established as a separate career management field (56) on 1 October 2001. On 20 March 2015, the CCH approved the naming convention of 56M MOS from chaplain assistant to religious affairs specialists.

b. Religious affairs specialists, as members of the Army CHC, are Soldiers who provide technical expertise in religious support activities. Religious affairs specialists support the religious mission of the commander in responding to the needs of Soldiers, Family members, and other authorized personnel.

c. Religious affairs specialists use their technical 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 two capabilities and three competencies. The two capabilities are religious support provider and religious support staff advisor. The three competencies are strengthen spiritual readiness, integrate religious support in operations, and manage religious support resources. Religious affairs specialists integrate religious support at the tactical, operational, and strategic levels across the full range of military operations.

d. Religious affairs specialists are combatants. In addition to specialized religious tasks, the religious affairs specialist performs and coordinates the necessary force protection requirements to conduct religious activities.

e. Critical qualifications for the initial award and retention of the 56M MOS are as follows:

(1) A security eligibility of SECRET. Initial entry accessions must initiate a request for secret security eligibility before arrival to first unit.

(2) Must provide support to personnel for the free exercise of all religions.

(3) Must possess a valid motor vehicle license from any of the 50 states or US territories either in photo ID or paper form in accordance with applicants using state or U.S. territory law(s) or regulations in order to ship from entry station to basic combat training (BCT) or advanced individual training (AIT).

(4) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27–10, or otherwise required to register as a sex offender under AR 27–10.

(5) Must display character as determined by FM 6–22 and the following criteria:

(a) No pattern of undesirable behavior as evidenced by civil and military records.

(b) No record of convictions by court martial, Field Grade Article 15 proceedings, or General Officer Memorandum of Reprimand (GOMOR). Field Grade Article 15 waiverable with approval from the Chaplain Corps Regimental SGM, OCCH. GOMOR waiverable with approval from Chief of Chaplains, OCCH. (Proponent POC: usa\_irl\_ppo@army.mil).

(c) No record of civilian conviction within the last 2 years other than minor traffic offenses.

#### **4-2. Religious affairs specialist as religious support provider**

a. Religious affairs specialists will plan and provide for the free exercise of religious beliefs, traditions, and customs in a pluralistic environment to strengthen the religious lives of Soldiers, and Family members, and authorized personnel. Religious affairs specialists provide religious programs and activities for the command and may provide counsel and professional advice, concerning the Army values. Chaplains and supervisory religious affairs specialists have the responsibility to develop subordinate religious affairs specialists to provide for and support the commander's programs.

b. Roles and responsibilities include, but are not limited to the following: the religious affairs specialist will—

(1) Provide religious support to the personnel of their unit; facilitating the free-exercise rights of all personnel, regardless of religious affiliation of either the chaplain or the unit member.

(2) Serve as the enlisted subject matter expert (SME) and, in coordination with the chaplain, executes the commander's religious support program.

(3) Provide religious support to all members of the command to which they are responsible.

(4) Perform crisis intervention.

(5) Assist the unit in arranging for memorial events.

(6) Manage ecclesiastical and administrative supplies, chapel facilities, audio visual equipment, and other resources to support the CMRP.

(7) Assist Soldiers in developing and sustaining Army values, moral leadership, conflict resolution, and basic life skills.

c. Religious affairs specialists can serve as spiritual fitness trainers for holistic health and fitness skills (see FM 7-22).

#### **4-3. Religious affairs specialist as staff advisor**

a. *General.*

(1) Religious affairs specialists serve on the special staff. Religious affairs specialists advise the chaplain, command team and staff on religion, morals, morale, and ethics.

(2) Religious affairs specialists must be of high moral character and are expected to speak with candor as an advocate for Soldiers, Family members, and authorized personnel.

b. *Roles and responsibilities.* Roles and responsibilities include, but are not limited to, advisement in the following areas: the religious affairs specialist will—

(1) Advise the command on the religious needs of assigned personnel.

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

(3) Assess the impact of command policies, leadership practices, and management systems.

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

(5) Participate during the planning process to develop religious support plans and maintain staff estimates.

(6) Advise on the impact of local religious traditions on military operations.

(7) Develop and maintain the annual CMRP in coordination with command budget planning.

(8) Facilitate construction, renovation, and maintenance of religious facilities.

(9) Advise the command on the religious, ethical, moral, and humanitarian implications of operational decisions.

(10) Administer use of chapels and equipment CTA via FMSWeb at <https://fmsweb.fms.army.mil/>.

(11) Monitor and make recommendations for TOE, MTOE, and TDA religious support adjustments.

#### **4-4. Religious affairs specialist competencies**

a. *Strengthening spiritual readiness.* Religious affairs specialists strengthen spiritual readiness and enhance resilience of personnel by providing worship services and programs as well as moral and ethical training. Religious affairs specialists, in conjunction with the chaplain, execute the commander's religious program to strengthen spiritual readiness. See FM 7-22.

b. *Integrate religious support into operations.* Religious affairs specialists will analyze and synchronize internal and external advisement to the command and the chaplain in the operational and home-station environment (see ATP 1-05.03 and ATP 1-05.04). Integrating religious affairs specialists into religious support planning is critical for operations. Religious affairs specialists enhance religious support activities at the tactical, operational, strategic, and home-station levels by providing enlisted expertise in planning, preparing, and executing of religious support.

*c. Manage religious support resources.* Religious affairs specialists manage multi-purpose worship facilities, property accountability, equipment, personnel, supplies, appropriated funding, and CTOF to enable the free exercise of religion.

#### **4–5. Duty considerations**

*a.* Religious affairs specialists can support additional duties that contribute to the welfare of the command. However, commanders must receive concurrence from the supervisory chaplain before assigning additional duties. Extra duties must not violate the confidential and privileged communications described in paragraph 16–2.

*b.* 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. Duties not to be performed by religious affairs specialists include: Suicide Prevention Program Manager, Casualty Notification Officer, Casualty Assistance Officer, SARC, Investigative Officer (IO), or UVA.

*c.* Religious affairs specialists will support both the unit's and garrison's religious support operations. They will be integrated into chapel activities at either their home station or deployment location.

*d.* Religious affairs specialists will be provided compensatory time off for duties performed during hours which fall outside the normal duty day as established by the unit training schedule, weekends, and holidays. All other absences will be in accordance with AR 600–8–10.

*e.* Religious affairs specialists, at the commander's discretion, will be granted separate rations if the commander's religious support plan requires the Soldier to frequently miss meals due to weekend, night, or other non-typical duty hour's mission requirements.

*f.* Religious affairs specialists will participate in unit and religious support low-density MOS training to remain experts in their MOS, warrior tasks, and battle drills.

*g.* Religious affairs specialists directly support religious support operations and are supervised, counseled, and rated by a supervisory chaplain or religious affairs NCO.

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

*i.* Religious affairs specialists 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 a violation of their free exercise of religion. Religious affairs specialists will coordinate to provide for required religious support which they will not perform.

*j.* Religious affairs NCOs will develop MOS-specific training for subordinate religious affairs specialists.

*k.* Religious affairs NCOs will plan, resource, supervise, conduct, and evaluate staff training for religious affairs specialists.

## **Chapter 5**

### **Religious Support Personnel**

#### **5–1. Purpose**

The mission and ministry of the CHC 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 CHC in various professional and technical ways in bringing quality ministry and religious support to Soldiers and Family members. Unlike chaplains and religious affairs specialists, contracted religious support is not inherently governmental-military and cannot provide for the free exercise of religion throughout multi-domain operations.

#### **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 spiritual readiness during the rigors of deployment, combat, reintegration, and other life cycle challenges associated with military service.

b. The senior, garrison, or deputy garrison chaplain provides direct supervision of DREs employed by the command. The senior DRE only 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. The CCH reviews all applicants and verifies certification, providing a referral list to the Civilian Personnel Advisory Center. 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 in Career Program 32. Use of standardized position descriptions from the approved list in the Fully Automated System for Classification is required.

f. 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, in accordance with AR 1–50, and will complete a minimum of five continuing education units 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.

g. 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 coordination with the Headquarters, IMCOM, and the CCH.

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

i. 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.

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

k. DREs will not conduct worship services of any kind 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, ASCC, DRU, 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, United States Property and Fiscal Officer (USPFO), 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 education 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 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.

(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, and USPFO, or USARC Command chaplain.
- c. Contracts must meet the following criteria:
  - (1) No RA 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. *Scope.* DRGLs are qualified individuals certified by recognized religious organizations to assist commanders and military chaplains within all Army COMPOs 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 by a local chaplain and approved by first O-5 chaplain in the technical chain. The DRGL has no inherent authority or implied permission to conduct religious activities outside of the CMRP.

b. *General guidance.* DRGLs—

- (1) Are volunteers in accordance with 10 USC 1588 A and D.
- (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 APF, except those required expenses incurred by the person providing voluntary services. Such expenses may be reimbursed from appropriated or nonappropriated funds (NAF) (in accordance with 10 USC 1588). Additionally, 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 CHC 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. *Application packet.* A DRGL seeking to provide religious services in U.S. Government or ARNG 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 religious organization whose principal purpose is to support an individual's belief and practice of their 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 religious organization 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: Why the service cannot be conducted by a military chaplain; and why the local chaplain-led services cannot meet the specific theological and/or distinctive religious requirements of the group.

(c) An acknowledgment 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 distinctive religious group leaders.* 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. *Re-approval.* Request for re-approval. If a DRGL feels 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, and include chapel men's groups, women's groups, and other activities in the CMRP. They are not private organizations under AR 210–22.

b. Chapel auxiliaries are an integral element of the religious support mission of commanders and chaplains. The CCH will provide program governance oversight, and all auxiliaries will be part of the command religious program. They provide Servicemembers, authorized civilians, and Family members opportunity for the free exercise of religion. No chapel auxiliary organizations, ministries, or activities are authorized other than those approved by HQDA OCCH.

c. 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.

d. Religious support volunteers will be registered and tracked in the Volunteer Management Information System on the Army OneSource website. Volunteers will comply with the requirements for background checks, registration, and documentation of hours worked in accordance with appropriate DoDDs and/or DoDIs, Army policies, and ACOM, ASCC, DRU, or USARC policies specific management requirements of the respective command.

e. 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.

f. Chaplains or DREs will ensure that religious support volunteers are appropriately recognized for their service in as many venues as practical including an annual command or post-wide volunteer appreciation event.

g. Volunteers who hold those positions which are specified by the command to deal with children will complete all background checks and training necessary in order to be approved to work with children, youth, or any other command-identified populations in accordance with DoD and Army policy.

## **5–7. Watch care and childcare in a religious support setting**

a. Religious education events and other chapel programs may include provisions for watch care or childcare at chapel facilities.

(1) Watch care is short-term service for infants and children whose parent or guardian is participating on location in a religious support activity. Watch care is typically provided by approved Child Development Services volunteers or NPS-contracted firms 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 childcare is short-term service provided by Child and Youth Services (CYS) in the religious support 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. Childcare 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 and will meet the requirements of AR 608–10 (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 childcare (see AR 608–10). The CYS-conducted childcare in religious support facilities will generally not require facility structural alteration, and the religious significance and décor of religious support facilities will be maintained. Garrison proponents for fire, health, and safety will determine and monitor adherence with locally established childcare 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 childcare personnel supporting religious support 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 childcare in support of religious support activities.

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

<b>For positions at general schedule (GS) 1701–09 equivalent and below</b>	<b>For positions at GS 1701–11 equivalent level and above</b>
A Bachelor's 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.

*Note.* 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 religious education 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 COMPOs and professional religious educators to facilitate the recruiting of qualified personnel for the CHC. Every CHC member is a recruiter. DACH-REC optimizes the recruitment and accessioning of America's top religious professionals with a clear sense of calling to military ministry, through market research and strategic planning and guidance to enable the CCH to meet the Total Army's religious support needs. DACH-REC

works directly with U.S. Army Recruiting Command (USAREC) to ensure the procurement of chaplains and chaplain candidates for RA and USAR. The DACH-REC recommends recruitment and accession strategies to the USAREC to enhance total army recruitment efforts. This chapter outlines the responsibilities and policies for the management and implementation of this recruiting and accessions mission.

## **6–2. Department of the Army Chief of Chaplains**

DACH, through DACH-REC, will—

- a. Process all accessions board selected RA chaplains for appointment through HRC.
- b. Provide DACH-RCI all accessions board selected USAR chaplains' and chaplain candidates' information for appointment through HRC.

## **6–3. 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 (DD Form 2088 (Statement of Ecclesiastical Endorsement)) by competent authority of the respective religious organization attesting to the credentials of an individual as a qualified professional religious leader. The various religious groups are referred to as endorsing agencies (see DoDI 1304.28).

b. Chaplains come from the ranks of professional religious leaders who volunteer to serve in a military setting. 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 their 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 they lose professional religious credentials or ecclesiastical endorsement. Chaplains must maintain a healthy relationship with their respective endorsers while serving in the Army.

c. Chaplains 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 directly to DACH-REC.

(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-REC. Under no circumstances will an applicant select the interviewing chaplain. The interviewing chaplain will assess the applicant on the CHC accessions interview questions. Applicants are not reimbursed for travel or incidental expenses connected with the accessions interview.

d. Initial appointment of grade for the respective COMPOs will be made in accordance with AR 135–100 and reference to DoDI 1312.03. See DoDI 1312.03 for conditions and procedures for grade and date of rank determinations.

e. Chaplain and chaplain candidate applicants must demonstrate appropriately clear enunciation and comprehension of English and good standard English grammar skills in order to meet the requirements of the position. These skills can be illustrated through evidence of attendance at US schools since the age of six, a minimum score of 80 in reading and listening on the English Comprehension Level Test or the American Course Language Placement Test, or another appropriate standard. This requirement can be waived by the CCH in accordance with the needs of the Army. Chaplains with language skills in addition to English are very valuable to many populations and will be evaluated accordingly.

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

g. USAR chaplains and chaplain candidates must have DD Form 368 (Request for Conditional Release) approved by the USARC Command chaplain before being considered by the accession board.

## **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 CHC 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 in troop program units (TPUs).

#### **7-2. Duties**

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

b. DACH-RCI will—

(1) Advise DCCH-AR on the administration of the USAR Chaplain Candidate Program.

(2) Manage the life cycle of USAR chaplain candidates. An example is administering and managing the professional development education programs (that is, practicums).

(3) Provide for the coordination and oversight of the Chaplain Candidate Program at the Readiness Division and Mission Support Command chaplain's office.

c. All DA Forms 1059 (Service School Academic Evaluation Report) 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 (ATRRS) and the Evaluation Entry System.

d. The senior-level chaplain supervising the practicum 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 an officer evaluation report (OER).

#### **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 DoDI 1304.28, 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 DoDI 1304.28.

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

b. For either option, to enter the Chaplain Candidate Program, an individual must have approval from a religious organization 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 the DACH-RCI Division 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-RCI 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 CHC 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 religious group requirements for recognition as a religious professional and endorsement by their particular religious organization or group. Exclusion of Chaplain Candidate Program time from years of service will be computed in accordance with 10 USC 14706.

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 organization's 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-RCI 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 may not be mobilized, deployed, or placed on active duty operational support orders.

#### **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. 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.

c. When wearing the Army service uniform, chaplain candidates will wear the chaplain branch colors.

#### **7-7. Chaplain candidate assignments and attachments**

a. Chaplain candidates will attend regularly scheduled inactive duty training periods and annual training with their assigned unit and will receive both pay and retirement points. Chaplain candidates will not function independently as a chaplain or supplement chaplain unit vacancies.

b. 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.

c. Chaplain candidates may train with units lower than the battalion level under supervision of the battalion or BDE chaplain.

d. No USAR chaplain candidate will be placed in the Individual Ready Reserve (IRR) without the written permission of the USARC candidate manager.

e. Chaplain candidates will not be assigned to a chaplain detachment.

#### **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 religious professionalism 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 and battle assemblies with their unit each year.
  - (2) Chaplain sustainment training, as directed by their respective senior chaplain.
  - (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 while not serving as a chaplain.
- c. USAR training opportunities includes the following:
  - (1) Inactive duty training and annual training.
  - (2) Chaplain professional development education (that is, practicums) at selected RA and USAR training sites, for unit, garrison, recruiting, hospital, and confinement ministry experiences. Annual training periods are not to exceed regulatory limitations.
- d. Chaplain candidates will not be required to take an Army Combat Fitness Test (ACFT) for record until they have completed phase II of CHBOLC. Diagnostic ACFTs will be given to prepare the USAR chaplain candidate to pass the ACFT for record at CHBOLC. ARNG chaplain candidates are required to take an ACFT at the same intervals as other Army officers.
- e. 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.
- f. Chaplain candidates are CHC officers and they will not train with, or fire any weapon.
- g. 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 required to seek appointment through the Chaplain Accessions Board to receive the chaplain AOC of 56A. USAR chaplain candidates submit reappointment packets through chaplain recruiters.
- b. Chaplain candidates incur a 4-year service obligation to the payee as a result of participation in tuition assistance programs. Failure to fulfill the service obligation (which includes accessions to RA) requires repayment of the tuition assistance amount received on a prorated basis.
- c. Chaplain candidates commissioned from Reserve Officers' Training Corps with an ADSO must meet all qualifications to access and enter RA as a chaplain or seek appointment to another branch.
- d. USAR chaplain candidates must have DD Form 368 approved by the USARC Command chaplain before being considered by the accession board.

### **7–11. Chaplain candidate separation**

USAR and ARNG chaplain candidates will be separated in accordance with provisions of AR 135–175 and any applicable COMPO policy subject to (but not limited to) the following:

- a. *Loss and/or change of ecclesiastical approval.*
  - (1) The DACH-RCI Division and/or the office of the ARNG–DRA will inform chaplain candidates, in writing, their certifying agency has withdrawn their ecclesiastical approval. The chaplain candidate has 60 days to provide DACH-PER a valid ecclesiastical approval from a recognized endorsing body or be separated from service.
  - (2) Chaplain candidates desiring to change the certifying agency providing ecclesiastical approval must coordinate the change with their losing religious organization, their gaining religious organization, and with DACH-PER. The chaplain candidate is responsible for ensuring that DACH-PER 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-RCI Division, ARNG–DRA, and/or their respective senior chaplain, 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. *Security clearance failure.* A candidate must obtain a security clearance in accordance with AR 380–67. Denial or revocation of a security clearance will lead to separation in accord with applicable policy.

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 NGB.

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 receive OERs. Chaplain candidates will be given DA Forms 1059 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 chaplain assignments through the DACH-PER. CHC assets in the ARNG are managed by their respective commands. CHC assets in the USAR are managed by their respective commands in coordination with the USARC Chaplain Directorate.

### **8–2. Appointment as chaplain**

a. Professionally qualified clergy, who meet the requirements of their respective religious organization, may be appointed as chaplains to provide for the free exercise of religion within the Army (see DoDI 1304.28, AR 135–100, and AR 601–100). Upon appointment, chaplains represent their religious organization and serve as commissioned officers in the Army. The religious organization is also referred to as the endorsing agency. Some endorsing agencies represent multiple religious organizations. However, any change in religious organization must be reported in accordance with paragraph 8–9.

b. Chaplain accession requirements are listed in paragraph 6–3.

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 for Personnel (DACH-PER), Office of the Chief of Chaplains, Religious Support Operations Center (RSOC), 10098 Benning Road, Fort Jackson, South Carolina, 29207.

e. Applicable waivers, exceptions to policy, and related actions for ARNG 56A or 56X applicants are processed through the ARNG–HRR.

### **8–3. Appointment from Active Component, Reserve, or prior service personnel**

a. RC or RA appointments require CCH acceptance of a DD Form 2088 submitted by an AFCB-listed ecclesiastical endorsing agent.

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

c. RA requests from ARNG or USAR chaplains must process their application through command channels (USAR through USARC, ARNG through their respective State, Territory, or the District of Columbia).

d. 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/USARC or ARNG State officer strength manager, in coordination with the respective senior chaplain (ARNG).

### **8–4. Entry on active duty**

a. Chaplains accessioned into the RA will receive date of rank in accordance with AR 601–100 (if eligible).

b. Chaplains are managed by their position on the Active Duty List.



## 8–5. Career status

### *a. Regular Army accessions.*

(1) Chaplains accessioned for the RA will receive a RA commission on a 3-year provisional endorsement from the ecclesiastical endorsing agency. Newly accessioned RA chaplains incur a 3-year ADSO beginning with their date of entry on active duty and will go before a Career Status Panel (CSP) for continued service at 3 years of time in service.

(2) RC chaplains requesting RA appointment must adhere to the appointment requirements of AR 601–200 and this regulation and will go before a chaplain CSP for continued service at 3 years of time in service. The CCH may accept or reject ecclesiastical endorsements for indefinite service provided to the chaplain CSP.

*b. Reserve Component accessions.* Chaplains accessioned for ARNG or USAR receive an RC commission with indefinite appointment.

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

*d. Statement of endorsement.* 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 RA, RC, or AGR.
- (2) Transition between COMPOs (RA to RC, RC to RA, ARNG to USAR, or USAR to ARNG).
- (3) For review at the CSP at the completion of a chaplain's initial 3-year provisional endorsement.
- (4) 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

*a. Scope.* 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. Life cycle model.* 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. Office of the Chief of Chaplains responsibility.* OCCH is responsible for oversight of all branch-specific training and chaplain life cycle training synchronization.

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

### *e. Department of the Army Chief of Chaplains-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 (SIs).

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

### *f. Department of the Army Chief of Chaplains-Reserve Component Integration.*

(1) Manages orders process for all IRR, individual mobilization augmentee (IMA) and AGR chaplains.

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

(3) Determines qualifications and awards chaplain additional SIs for USAR chaplains.

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

(5) Conducts RC Captain Certification Review.

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

*g. United States Army Reserve management.* USAR chaplains are managed through their respective command channels, in coordination with DACH-RCI.

#### **8-7. Chaplain personnel assignments**

- a. The CCH has assignment authority for all RA and USAR chaplain branch officers.
- b. The Chief of Chaplain Corps Branch manages RA personnel actions policy. DACH-RCI manages USAR personnel actions policy. ARNG personnel policy is managed by the ARNG Officer Policy Branch (ARNG-HRH-O) with coordination from the office of the ARNG-DRA.
- c. The DACH-PER manages and executes all RA chaplain assignments.
  - (1) RA chaplains will fully participate within all HQDA directed Personnel Management Programs/Systems, as proscribed/supported by HRC.
  - (2) RA chaplain assignments will be made in accordance with, but not exclusive of: HQDA directed Active Component Manning Guidance; Chief of Chaplains Manning guidance; the equitable distribution of chaplains from varying religious traditions, in order to best meet the religious needs of the Army.
- d. The DACH-RCI and USARC manage USAR chaplain assignments according to the following guidelines:
  - (1) The USARC Command chaplain and the subordinate command chaplains determine chaplain manning strategies for TPU chaplains.
  - (2) The DACH-RCI manages orders process for IRR, AGR, and IMA chaplains.
  - (3) The USARC Chief Religious Affairs NCO assigns AGR religious affairs specialists.
- e. Chaplains and religious affairs specialists on their first duty assignment will not be assigned to chaplain detachments. 56Ms that are not fully MOS qualified will not be assigned to chaplain detachments.

#### **8-8. Voluntary and mandatory release from active duty**

- a. When a chaplain is discharged or retires, 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.
- b. Unless waived by DA, chaplains who have incurred an ADSO because of participation in either the advanced civilian education or CPE programs must complete the term of obligated service prior to voluntary separation.
- c. MRD is the date an officer must separate from the RA due to non-selection for promotion (MAJ, LTC) or because of reaching maximum age or years of service set by public law. The ASA (M&RA) is the final approval authority for RA MRD 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.
- d. The CNGB will coordinate with and forward MRD extension recommendations to the CCH 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 submitted for them by an AFCEB-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-PER will also notify the USARC Command chaplain or the NGB of the loss of endorsement. When an ecclesiastical endorsement changes for a chaplain in the ARNG, the respective JFHQ-SRARNG-CH notifies the NGB who will then notify DACH-PER. The chaplain will be offered the following four options:
  - (1) Seek a new ecclesiastical endorsement from an AFCEB-listed endorsing agent. If another ecclesiastical endorsement is not obtained within 90 days, the chaplain will undergo involuntary separation in

accordance with 10 USC 14901 and AR 600–8–24 or AR 135–175. The final approval authority for this action is the Secretary of the Army.

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

(3) Submit an unqualified resignation request, using memorandum format provided by DACH-PER. If the chaplain has not fulfilled their military service obligation, then the request is forwarded to the ASA (M&RA) for waiver approval. If the request for a waiver is not approved, the chaplain may request a branch transfer. If neither request is approved, the chaplain will be involuntarily separated in accordance with 10 USC 14901 and AR 600–8–24 or AR 135–175. The final approval authority for this action is the Secretary of the Army.

(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-PER and coordinate the action with both current and prospective endorsing agents to avoid a lapse of endorsement.

### **8–10. 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 CHC and religious organizations is maintained by open communication and the exchange of information regarding the well-being of endorsed chaplains. However, the CCH may be precluded from providing endorsing agents with requested information if the subject matter is restricted by public law.

### **8–11. Reserve Component chaplain officer promotions**

a. RC chaplain candidates in the grade of 2LT may be considered for promotion without review by a selection board, in accordance with provisions of AR 135–155 and any applicable COMPO policy.

b. Up to three times each year DACH-RCI, in conjunction with the NGB, will review the official military personnel records of all 1LT chaplains (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 meet the standards of 10 USC 14308(b)(4), which requires 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 will not be promoted to captain until they have applied for, and been accepted as a chaplain.

e. The provision of AR 135–155 will not apply to chaplain candidates who are selected for promotion to captain, 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 or as an IMA 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

#### Religious Support Professional Development

##### 9–1. General

The Army Chief of Chaplains is the proponent for CHC branch-specific learning that enables professionalism within the CHC. Three key documents guide and facilitate professional development across the Corps: the Proponent Learning Strategy, the Career Map, and Learning Standards.

*a. Proponent learning strategy.* The learning strategy is a narrative framework that broadly describes the proponent's comprehensive approach to support learning outcomes within occupational specialties and/or functions for which they have doctrine, organization, training, materiel, leadership, personnel, facilities, and policy proponentcy (see TRADOC Regulation 350–70).

*b. Career maps.* Respective individual learning plans inform the career map and inform career progression in accordance with the learning strategy (see TRADOC Regulation 350–70). The career map enables professional development by connecting the learning strategy with professional objectives. The career map guides CHC professionals as they seek to identify personal learning goals and helps identify specific courses, roles, and engagements that enable chaplains and religious affairs specialists to meet the professional objectives and achieve critical tasks/skills for each grade plate.

*c. Learning standards.* The CHC maintains two sets of learning standards, the Individual Critical Task List and the professional objectives. These learning standards provide course objectives for training and professional education, as well as providing individual professionals with a clear picture of CHC professionalism. The professional objectives are a set of defined professional functions that combine to create a whole professional chaplain fully capable of meeting the Core Competencies: Nurture, Care, and Honor.

##### 9–2. Supervisory responsibilities for training

Supervisory religious support personnel will—

*a.* Ensure religious support personnel are participating in their respective (garrison or region) Chaplain Corps Training Plan throughout the assigned command AOR.

*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 Training and Leader Development Guidance, 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, G–1; 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.* Identify and enroll all chaplains requiring post-CHBOLC reinforcement training. Command chaplains will supervise the execution of post-CHBOLC reinforcement training within their subordinate formations, installations, or commands.

*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 and Professional Development

##### 9–3. Domains of training

*a.* CHC Professional development occurs in all three domains of training: institutional, operational, and self-development. The USA–IRL is organized to support learning all three domains, and each COMPO is organized to support learning in one or more of the domains.

*b.* Institutional training for chaplains includes: CHBOLC, Chaplain Captains Career Course (C4), Operational Religious Support Leadership Course (ORSLC) (the branch COMPO 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-PER assigns RA chaplains to attend institutional courses at USA-IRL.

(2) USARC schedules and enrolls USAR chaplains to attend CHBOLC, C4, and ORSLC. TPU Personnel are enrolled in ILE through unit training personnel. AGR/IMA personnel must coordinate with DACH-RCI for ILE (unless selected for Resident/Regional ILE). HRC will schedule and enroll USAR chaplains who are selected for Senior Service College. Chaplain Branch officers will take a record ACFT prior to graduation from CHBOLC.

(3) USARC Chaplain Directorate schedules and enrolls chaplains to attend functional training, such as LTC and/or COL Courses.

(4) NGB schedules and enrolls ARNG chaplains to attend institutional and chaplain functional courses through coordination with their respective JFHQ-State G3.

(5) Chaplains are board-selected to attend ILE resident and regional training, and the Army War College resident and non-resident. The DACH-PER notifies RA and DACH-RCI notifies USAR chaplains when selected for these courses. ARNG chaplains are notified by their respective State, Territory, or District of Columbia. Chaplains not selected to attend ILE resident or regional training must complete the training by either distance learning (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 the Training and Leader Development Guidance and training products that are executed at the garrison, 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 the 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.

#### **9-4. 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. RA chaplains on their first assignment are required to participate in a pastoral skills training (PST) program focusing on either Family Life (FL) 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 USA-IRL will enroll RC CHBOLC graduates into the post-CHBOLC reinforcement training DL course.

c. Post-CHBOLC reinforcement training elements include: DL, pastoral skills training, 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.* Pastoral skills training has two parts: Family Life and Clinical. The post-CHBOLC reinforcement training requires initial term RA chaplains to complete one phase of either Family Life or Clinical. Pastoral skills training is conducted in integrated units that comprise a complete training process. A complete unit includes 100 hours of training conducted over a 12 to 20 week period. Typically, a chaplain participating in pastoral skills training will meet with a 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 functions are—

(a) Mission-essential task list 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 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 life-long learning through professional self-development.

## **9–5. Graduate School for Army Chaplain Corps Professional Development**

*a. School for Spiritual Care-Army Chaplain Corps Professional Development.* School for Spiritual Care-Army CPE provides educational and certification programs focused on development of Spiritual Care expertise on behalf of the Army Chief of Chaplains and the Graduate School for Army Chaplain Corps Professional Development (GSACCPD). Programs provide qualified chaplains to fill critical roles across the Army CHC. The CPE System, the major COMPO of the School for Spiritual Care, provides industry recognized, world-class education leading to specialized certifications in spiritual care, AOC 56D, SI 7R and SI 7S.

(1) *Chaplain Corps Professional Development Resident Course.* The CPE Resident Course is a 52-week course accredited both by U.S. Army TRADOC and the Association for Clinical Pastoral Education (ACPE), and includes a Doctor of Ministry option. The course supports the Army CCH's requirement for clinically trained specialists in spiritual care and spiritual care training. Graduates are fully qualified Chaplain Clinicians, SI 7R. Majors and captains are selected for their CPE Resident Course through boards conducted by DACH-PER.

(2) *Certified Educator Candidate Course.* This course is a 186-week, 8,000 academic hour, nationally certified educator course conducted in 36 months, accredited both by U.S. Army TRADOC and ACPE. The educator candidate course fulfills the Army and the Army CCH's requirement for certified spiritual care educators and professional development experts. The course certifies Army graduates as ACPE Army Certified Educators, AOC 56D.

(3) *Chaplain Corps Professional Development Extended Course.* This course is a 25-week distributed learning course, conducted while students serve in units of assignment and is vital for junior chaplain professional development. Course offerings are based on the availability of faculty and students. Chaplains may apply for CPE Extended Courses through the SSCa-CPE.

(4) *Corps Professional Development Intern Course.* The CPE Intern Course is an 11-week full-time internship offered to chaplain candidates and select junior chaplains.

(5) *Non-clinical pastoral education courses.*

(a) *The Combat Medical Ministry Course.* This course is a 2-week, blended model running concurrently with the Emergency Medical Ministry Course. It produces military chaplains with capabilities of providing comprehensive pastoral care on the battlefield or in forward-deployed medical units and trauma response teams. Chaplains and religious affairs specialists can apply for the courses through the ATRRS.

(b) *The Medical Ministry Moral Injury Course.* This course explores foundational theories of trauma from spiritual, psychological, and physiological approaches with special emphasis on spiritual trauma, posttraumatic soul wounding and pastoral approaches to trauma. Chaplains and religious affairs specialists can apply for this course through ATRRS.

(c) *The Medical Ministry Substance Abuse Course.* This course provides UMT personnel increased knowledge and understanding of addiction, the spiritual aspects of addiction and recovery, and determine ways to apply their learning to unit ministries and broader systematic applications. Chaplains and religious affairs specialists may apply for this course through ATRRS.

*b. School for Spiritual Counseling-Family Life.* School for Spiritual Counseling-Family Life provides educational and certification programs on behalf of the Army CCH and GSACCPD. Programs provide qualified chaplains to fill critical roles across the Army CHC. The Family Life System, the major COMPO of the School for Spiritual Counseling, provides industry recognized, world-class education leading to specialized certification in spiritual counseling as AOC 56D, SI 7K and SI 7L.

(1) *Army Family Life Resident Advanced Civilian Schooling Course.* The Army Family Life Resident ACS Course is an 18-month course incorporating a Master's of Science in Marriage and Family Counseling with onsite counseling and supervision as well as philosophical/theological integration of course content: minimum of 60 semester hours (or 72 quarter hours) in Marriage and Family Therapy, and minimum of 500 supervised counseling hours. This course supports the regulatory requirements to supply Family Life Chaplains, who provide training in counseling skills to all chaplains and FL ministry activities. The

course qualifies chaplains with SI 7K after successful graduation. Chaplains are selected by the DACH-PER ACS board.

(2) *Army Family Life Student Fellowship Course.* The Army Family Life Student Fellowship Course is a 24-month program that certifies Army Family Life Chaplains as American Association for Marriage and Family Therapy (AAMFT) supervisors, AOC 56D–Specialist in Spiritual Counseling Supervision. This fellowship is a two year course that meets all of the AAMFT supervisor requirements. Chaplains are selected for the program by a DACH-PER board.

(3) *Family Life related courses.*

(a) Family Life Chaplain Introduction Course focuses on further equipping chaplains to provide pastoral care and pastoral counseling to the Army community to develop healthy relationships and the ability to thrive under the pressures of military life. Training topics include the person as a pastoral counselor, caring for the military community, Pastoral Solution Focused Brief Therapy, Family systems theory and practice, assessment and intervention, active listening skills, basic counseling skills, confidentiality, ethical issues, theological integration, observation of a treatment team with live cases, and active role-play skill development.

(b) Family Life Chaplain Integration Course focuses on chaplains developing supervisory skills for providing pastoral care and pastoral counseling training, and includes observation (with live cases), solution-focused supervision, theological integration, action-reflection learning process, group supervision, a review of pastoral skills topics, and other pastoral counseling concerns.

c. *School for Professional Development.* School for Professional Development educates and prepares chaplains along their career lifecycle to meet the spiritual readiness needs of the Total Army. Chaplain Professional Reinforcement Training provides the chaplain supervisor with a flexible and adaptable framework comprised of diverse elements within which to mentor, coach, and teach recently accessioned chaplains. It relies on analysis and collaboration between the participant and supervisor to develop a plan that will facilitate professional self-development (see AR 165–1).

(1) *Chaplain career map.* Facilitate the development of a chaplain career map that identifies key developmental positions and specializations across a chaplain's lifecycle.

(2) *Professional education courses.* Develop professional education courses in support of identified chaplain POs to be utilized in institutional and operational contexts.

d. *School for Academic Degrees.* School for Academic Degrees supports professional education across the CHC, providing access to degrees, certificates, and certifications. The School also provides consultation to the Corps on the best utilization of ACS opportunities and facilitates the management of certain CHC specialties, such as SI 7E, Ethics and World Regions Instructors. In addition, the school—

(1) Manages the publishing of the CHC Journal, a peer-reviewed publication that curates and disseminates best practices and research central to the Army CHC mission.

(2) Creates and manages affiliations for education with civilian academic and credentialing bodies.

(3) Oversees CHC faculty development and management processes, including through the creation of educational curricula and training systems.

(4) Plans and conducts symposia relevant to the needs of the Corps and the Army in order to strengthen professional development and integration across the Corps and the Army as well as with Joint and international partners.

(5) Provides subject matter expertise to CCH and commandant on matters related to academic degrees and credentialing.

(6) Works in conjunction with USA–IRL Quality Assurance to evaluate and recommend improvements to GSACCPD education programs in order to ensure highest quality education delivery.

## **Section III**

### **Religious Affairs Specialist Training**

#### **9–6. 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 at USA–IRL for the religious affairs specialist includes the following:

a. *Skill Level 1 courses (military occupational specialty 56M10).*

(1) *Advanced individual training*. AIT prepares and qualifies Soldiers to be a religious affairs specialist. This course produces enlisted Soldiers that are capable of providing basic religious support upon arrival at their first assignment (all COMPOs, PVT–MSG).

(2) *Religious Affairs Specialist Course (R)*. This course is for Soldiers of all COMPOs who have completed one AIT and are unable to attend AIT at USA–IRL (all COMPOs, PVT–MSG, future title: Religious Affairs Specialist Transition Course).

(3) *Nonappropriated Chaplain Fund Clerk Course*. This course offers training and hands-on practice for CTOF Technician (Active Duty only, PVT–SGT, future name: Fund Technician Course, additional skill identifier (ASI):7T).

(4) *Emergency Medical Ministry Course*. This is a 2-week course designed to produce military chaplains and religious affairs specialists capable of providing comprehensive ministry experience in forward-deployed medical units or Special Medical Augmentation Response Teams-Pastoral Care (all COMPOs, PVT–SGM, ASI:1M).

*b. Skill Level 2 courses (military occupational specialty 56M20).*

(1) For Medical Ministry SR/Moral Injury Course information, see paragraph 9–5a(5)(b) for course description (all COMPOs, SGT–SGM, future title: Medical Ministry/Moral Injury Course).

(2) Skill Level 2 includes courses in paragraphs 9–6a(3) and 9–6a(4).

*c. Skill Level 3 courses (military occupational specialty 56M30).*

(1) *Religious Affairs Specialist Advance Leadership Course*. This is a noncommissioned officer education system (NCOES) course offered at the USA–IRL NCO Academy, U.S. Army Reserve Readiness Training Center (ARRTC), and the Professional Education Center (PEC) for ARNG.

(2) *Chaplain Resource Manager Course*. This class educates Religious affairs NCOs in the skills and knowledge necessary to function as a Nonappropriated Chaplaincy Tithe and Offering Fund Manager and chaplaincy resources manager of appropriated fiscal and material resources (Active Duty Only, SSG–SGM, ASI:7F).

(3) *Medical Ministry Substance Abuse Course*. See paragraph 9–5a(5)(c) for course description (All COMPOs, SSG–SGM).

*d. Skill Level 4 courses (military occupational specialty 56M40).*

(1) *Senior Leaders Course*. This is a NCOES course offered at USA–IRL NCO Academy, ARRTC, and PEC.

(2) *U.S. Army Reserve Unit Ministry Team Ops and Integration Course*. This course provides the knowledge and skills required to perform specific senior chaplain section functions at the general officer command levels (USAR only, SFC–SGM).

*e. Skill Level 5 courses (military occupational specialty 56M50).* This level includes the courses in paragraphs 9–6a(4), 9–6b(1), 9–6c(3), and 9–6d(2).

*f. Skill Level 6 courses (military occupational specialty 56M60).* This level includes the courses in paragraphs 9–6a(4), 9–6b(1), 9–6c(3), and 9–6d(2).

## **9–7. 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 Training and Leader Development Guidance and published CCH's training products that is executed at the garrison, State and/or territory, region, or command level. All religious affairs specialists will support and participate in consolidated UMT training, such as the training offered at garrisons, CHC designed training conducted by DACH, and leader development at their ACOM, ASCC, DRU, USARC, and senior chaplains (ARNG) level.

*c.* Religious affairs specialists train and achieve proficiency at religious support and staff functional tasks as well as their Warrior tasks/battle 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 chaplains in subordinate units in preparing and maintaining an individual development plan for their religious affairs specialist focused on personal development, professional development, and a successful career. See DA Pam 600–25 and the Professional Development Model.



e. ARNG religious affairs specialists will train in DSCA to understand and be able conduct religious support operations in that operating environment. Federal Emergency Management Agency provides the DSCA training material.

## **Section IV**

### **Moral Leadership Training**

#### **9–8. 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 moral leadership 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, and empower leaders with credibility.

#### **9–9. 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 and spirituality, 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 evidence-based 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, which supports leader development of Soldiers in the Army profession, and DA Pam 165–19 on moral leadership.

## **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 outside the continental United States (OCONUS) employment in accordance with 10 USC.

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

c. Retired RC 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) High-demand, low-density religious group requirements.

- (4) Training centers.
- (5) Other requirements validated by the CCH.

### **10–3. Mobilization management**

a. The Crisis Contingency, Operations, Mobilization and Deployment Officer has administrative management responsibility to coordinate mobilization of CHC assets. The CHC 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, CCH Individual Augmentation Policy, FORSCOM Mobilization Deployment and Execution System, and other ACOMs and unit mobilization and contingency plans. The CCH provides ACOMs, ASCCs, DRUs, NGB, senior chaplains (ARNG), 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 OCCH, Assistant Director for Strategy serves as the principal SME on CHC crisis contingency operations, mobilization, deployment, and readiness, and advises the CCH with periodic updates on AC and/or RC UMTs utilized to meet the mission requirements in paragraph 10–4b.

b. 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 CHC mobilization and readiness capability.

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

(3) The FORSCOM chaplain will routinely communicate contingency operations and mission requirements with DACH-Strategy.

c. The USARC Command chaplain manages the planning and mobilization of USAR TPU UMTs. The USARC command chaplain nominates to DACH-Plans, ACOMs, and other agencies RC chaplains and religious affairs specialists eligible for IA assignment.

d. The USARC command chaplain and DACH-RCI, maintains a volunteer roster of RC (to include TPU, IRR, IMA, and ARNG) chaplains and religious affairs specialists eligible for supporting IA missions.

e. The Joint Force Headquarters senior chaplain (ARNG) 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.

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

g. The ACOM, ASCC, USARC, ARNG–DRA, 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.

h. Mobilized RC assets will report through their appropriate technical channels and commands.

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

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

b. The ARNG chaplains and religious affairs specialists may volunteer through their respective commands in coordination with their JFHQ–SRARNG–CH to be mobilized to meet validated IA requirements during post deployment dwell time. CHC IA requirements will be documented by a CCH-directed process that balances the CHC requirements against total CHC assets.

### **10–6. Reporting**

The ACOM, ASCC, DRU, USARC Command chaplain, and ARNG -DRA will consolidate and render a status report periodically as determined by the CCH to DACH-Strategy listing the name, grade, COMPO, 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 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 CHC 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 CHC information to audiences internal and external the Army CHC.

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

c. The term “information system” refers to the organized collection, processing, transmission, and dissemination of information (including support services) in accordance with defined procedures, whether automated or manual.

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**

The CCARSS is the Army CHC's information system with an integrated suite of software applications supporting chaplain Armywide religious support missions. CCARSS leverages DoD private and approved commercial cloud-based infrastructures to create a foundation for efficient data sharing, advanced data analytics capabilities, content management, and collaboration. Utilizing data as a strategic asset, CCARSS automates and integrates Army CHC business processes, enabling access to real-time information to enable data-driven decisions. The platform implements knowledge management principles and processes, and delivers net-centric application solutions to the Army CHC in support of the CCH strategic objectives. CCARSS also provides controlled access to CHC resources and information and ensures information is efficiently delivered and effectively shared across all functional and hierarchical levels of the Army CHC.

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

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

c. All proposals that seek to modify the existing CCARSS infrastructure must be approved by the CCH prior to implementation to ensure compatibility with CHC doctrine and consistent with DoD and Army information technology guidance.

### **11–3. Chaplain Corps Business Council**

The CHC Business Council continuously evaluates organizational and religious support processes to assess weaknesses, identify gaps, and make recommendations to improve the efficiency and effectiveness of CHC processes and technology resources. The council assists with developing a Corps Enterprise Technology Plan that leverages the capabilities of emerging technologies and ensures synchronization with the DoD and the Army.

a. The CHC Business Council serves as the deliberative body to advise the CCH on planning, developing, and executing the Chaplain Corps Enterprise Technology Plan. Members are approved and appointed by the CCH.

b. The Director, DACH-SPR acts as the CHC Business Council Chair and exercises supervisory responsibility for the execution of CCH-directed modifications to CCARSS.

c. The CHC Business Council activities and procedures are governed by a CCH-approved charter.

### **11–4. Chaplain Corps Communication Working Group**

The Chaplain Corps Communication Working Group operates under the direction of the Strategic Communications Integrator, to provide advisement to the CCH, synchronize support, and solve problems in the area of CHC Communications. Members are approved and appointed by the CCH.

a. The Chief of Strategic Communications will directly advise the CCH on all communications matters, for decision, guidance, and direction. The Chief of the Strategic Communications coordinates the development, formulation, and implementation of CHC strategic communications, in alignment with Army strategic communications, by preparing the CCH for strategic engagements, integrating strategic effects from CHC senior leader engagements around the world, and preparing and disseminating strategic messaging products while complying with AR 360–1 and other Army or DoD policy.

b. The Strategic Communications Integrator exercises supervisory responsibility for the development and the execution of the CHC Strategic Communication Plan. Key CHC strategic communications efforts will include mass emails from the CCH and the DCCH, official prayers and talking points for the CCH and the DCCH, OCCH social media content, on-line articles, talking points for use across the CHC, CHC branding products, support to CHC advertising campaigns, and other special projects (films, and so forth).

c. The Communications Synchronization Officer acts as the Chaplain Corps Communication Working Group chairperson.

d. Chaplain Corps Communication Working Group activities and procedures are governed by a CCH-approved Chaplain Corps Communication Working Group Charter. Chaplain Corps Communication Working Group membership will leverage the CHC's talented and tech-savvy members to provide feedback to OCCH, share best practices, and create content highlighting the uniqueness of the CHC's mission and the diversity of our Corps. This will increase Army awareness of the professional religious support provided by the Corps each and every day to Soldiers, their Families, and Army Civilians.

## **Chapter 12**

### **Logistics and Facilities Management**

#### **12–1. General**

CHC logistics and facilities 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**

The DACH-SPR exercises facilities management responsibility for chaplain religious support supplies, equipment, and real property. The DACH-SPR accomplishes its logistics and facilities management responsibilities in coordination with the Future Force Integrator Division, USA–IRL, U.S. Army Materiel Command (AMC), and Defense Logistics Agency (DLA), and Chaplain Capability Development Integration Directorate (CDID) Army Futures Command (AFC).

a. The Chaplain CDID, AFC, is responsible for future force 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).

- b. The AMC coordinates with Future Force Integrator Division for the collection and processing of operational needs statements and wartime rapid acquisition processes.
- c. The AMC command chaplain manages the Chaplain Acquisition Program for development and testing of supplies and equipment.
- d. The DLA coordinates joint acquisition actions, establishes DoD inventory, and facilitates distribution of chaplain-specific supplies and equipment.

### 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 (MILCON) projects through the HQ, IMCOM chaplain to DACH-SPR not later than 30 days after the beginning of each FY (see DD Form 1391 (FY Military Construction Project Data) and AR 420-1).

b. *Space requirements.*

(1) *Formula and allowance.* 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-SPR prioritizes funding for facility renovation projects.

(2) *Space allowance.* Space allowance for chapels in hospital facilities is based on the number of beds in the hospital in accordance with applicable laws and regulation.

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 DACH-SPR 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).
- (2) Religious Education Facility (Facility Category Code 73018).
- (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 MILCON 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 MILCON 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 sustainment, restoration, and modernization of 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, and authorized 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) 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 development and growth 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 ASA (M&RA), in coordination with the CG, IMCOM and advisement from the CCH prescribes the policies and procedures for naming and identifying facilities (see also AR 1–33).

j. *Historically significant facilities.* Requests to designate chapel facilities as buildings of historical significance or interest will be coordinated with DACH-SPR (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 with advisement from the CCH 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, however 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, NGB, ARNG -DRA, or USARC Command chaplain to DACH-SPR for approval before a contract is negotiated for purchase, regardless of the source of funds.

n. *Chapel facility conversion or disposal.* Chapel facility conversions require the administrative change from one facility category code to another in accordance with AR 420–1. 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-Resources). Chapels may be converted to other religious use facilities (Facility Category Codes 73018 or 73019) by approval of DACH-SPR. 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 DACH-SPR for waiver and approval. Commanders initiate requests for chapel facility conversion through the appropriate ACOM, ASCC, DRU, NGB, ARNG–DRA, or USARC master planning branches to DACH-Resources. 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. An 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-SPR 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.*

(1) *Chaplain kits and ceremonial stoles.*

(a) The USA–IRL issues chaplain kits and ceremonial stoles to all chaplains in accordance with the Anti-Deficiency Act and fiscal policy regarding the use and expenditure of OMA, OMAR, and ONMG.

(b) The USA–IRL will not issue chaplain kits or ceremonial stoles to chaplain candidates graduating from CHBOLC. When USAR or ARNG chaplain candidates are accessioned as chaplains, they may request issuance of a chaplain kit and ceremonial stole from DACH-SPR. 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-SPR will direct USA–IRL 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-Resources for approval.

(2) *Religious publications.* Religious materials and items, regardless of origination or affiliation, that make positive statements about religious beliefs are authorized for display and distribution on military garrisons. Literature, videos, or other media presentations that express provoking, reproachful, or discriminatory statements about 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**

*a. Ecclesiastical equipment.* 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 website at <https://www.dla.mil/chaplain/>. To order, UMTs should follow the procedures on DLA's Chaplain Business Page at <https://www.dla.mil/hq/chaplain/business/>. 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 will purchase from DoD sources.

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

## **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. Chaplains and religious affairs specialists will ensure that sacred items are managed appropriately to respect the religious significance and customs of the corresponding religious group.

*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, commanders or chaplains should consult with a chaplain of the specific religious group, a higher headquarters chaplain or Joint Force chaplain, 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 ensure 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 Religious Support Office or Command Chaplain will ensure that consecrated items are disposed of according to the requirements of the appropriate religious group. 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 chaplains in other commands, RA or RC, 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. 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, blessed, or consecrated 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, blessed, or consecrated items) that was accountable to the property officer.

## **Chapter 13 Chaplaincy Resources Management**

### **13-1. General**

a. The CMRP is the primary document used by the CHC 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 APF and NAF 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 DACH-SPR annually receives a copy of all consolidated CMRPs.

b. Commanders will support essential elements of religious services with appropriated resources (see 10 USC 7217).

(1) The essential elements of religious services include those concepts, functions, practices, and objects held or used by distinctive religious groups for worship, religious education, and pastoral care.

(2) APF are the primary funding source used to provide the services, facilities, ecclesiastical furnishings, equipment, and supplies required to fulfill the essential elements of religious services (see 10 USC 7217).

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

(1) The CTOF is a source of 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.



d. Religious support programs and services are resourced and managed according to the prioritized needs and requirements of active duty Servicemembers, their Family members, and authorized DoD Civilians.

### **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, NAF (CTOF), manpower, logistics, and facility resources.

(5) Applies to all Army COMPOs and 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 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 NAF 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) Advises the convening chaplain regarding the planning and conduct of the resources in the CMRP 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, 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 program elements.

### **13–4. Chaplaincy resources manager**

The chaplaincy resources manager—

a. Serves at HQDA, ACOM, ASCC, DRU, region, and garrison levels.

b. Is generally a chaplain.

c. Is a graduate of the USA–IRL Chaplaincy Resource Management Course.

d. Is a trained contracting officer's representative (COR).

e. Maintains annual training for the use and supervision of Government purchase and travel cards.

f. Has taken a fiscal law course and the COR courses.

g. Implements proper administrative procedures related to contracting, procurement, internal controls, manpower and force management, property and facility management, information management, MILCON, logistics, budgeting and programming, and financial accountability for religious support activities.

h. Coordinates and manages the actions of the CPBAC.

i. The garrison chaplaincy resources manager holds the SI of 7F after completing the USA–IRL chaplaincy resources manager, COR, Defense Travel System, Government purchase card (GPC) courses and

1 year of satisfactory service in an identified position to include services as a GPC billing official or alternate billing official. After receiving a Masters of Business Administration, completing the Army Comptroller Course and completing 1 year of experience, the chaplaincy resources manager at the HQDA, ACOM, ASCC, DRU, or region level will be awarded the SI of 7M.

## **Chapter 14**

### **Chaplaincy Resources Management (Appropriated Funds)**

#### **14–1. General**

- a. APF is the primary source of funds for the religious support mission.
- b. Commanders at all levels will allocate appropriated resources to support constitutional, statutory, mission-essential, and mission enhancing essential elements of religious services, consistent with law and policy.
- c. Funding for religious support to authorized individuals must be funded from operation and maintenance, Army funds including operational tempo funds. The following are authorized funding categories:
  - (1) Required essential elements of religious service are mandated by federal law and must be funded by the commander with APF. CTOF (NAF) will not be used. These programs include worship, religious observances, sacraments, rites, ordinances, religious education, pastoral care, and counseling. Essential elements of religious services include required and mandated programs implied by statute and defined in other DoD and DA regulations or by distinctive faith group doctrine, religious tradition, and tenants of faith. Examples include sacred texts, music equipment, specialized furnishings, vestments, prayer rugs and weekly supplies to include hosts, bulletins, wine, and food for special religious observances. APF will be used to fund civilian manpower, clergy contracts, and religious support equipment contracts for maintenance, repair, or systems replacement. APF will be used for transportation to include movement of personnel to services both on and off garrison.
  - (2) Mission-essential elements of religious services are those elements required to accomplish the mission but are not mandated by law (10 USC). Mission-essential programs are funded by the commander with APF. Chapel tithes and offering funds (NAF) will not be used. Mission-essential is determined by the mission of the unit or organization, DoD regulations, and DA directives. Examples include programs that build Soldier and Family personnel readiness such as faith formation, spiritual readiness (see FM 7–22), FL training, non-personal service contracts, religious accommodation training, religious education, and programs such as Vacation Bible School. Funds may be used to ensure religious support offices or UMTs maintain their professional certification and credentialing requirements which include, but not limited to, licensing for FL chaplains and DREs, annual sustainment training for religious support office or UMT staff, continuing education and annual chaplain endorser training. Funds may be used to maintain and repair, or provide system replacement of audio visual equipment.
  - (3) Supplemental essential elements of religious services are elements that enhance mission. When resourced, they add to quality of life and improve mission accomplishment. Category three programs are funded by APF when authorized and available. When applied to religious services, this funding category includes chapel auxiliary programs. This includes programs or activities which are not required for the mission but strengthen the moral and spiritual climate and readiness. Examples include contracted musicians, watch care, fellowship supplies (for example, not used for special ceremonies as mentioned in category one), and auxiliary (see para 5–6).

#### **14–2. Use of appropriated funds for religious support activities**

- a. APF are authorized across all Army COMPOs 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, will 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 and Army community 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 events and conferences (see 10 USC 1789(b)). Requests to attend and participate in conferences will be in accordance with AR 1–50.

(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. Refer to AR 58–1.

c. The APF will not be used to fund recreational activities or personal expenses not specifically authorized by law.

d. 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.

### **14–3. 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 ministries 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 FYs.

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 B.

## **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. 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 at the garrison level. Request for standard NAFI identification number goes from DACH-Resources as part of the process for establishing a CTOF outlined in paragraph 15–9b.

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 chapel 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. The CTOFs operate under the authority of the U.S. Government in accordance with applicable Federal laws and departmental regulations.

b. The CTOFs are NAF 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 essential elements of religious service.

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 CTOF structure maintains funds at the local garrison level. Fund management functions may be consolidated at higher echelons for efficiency and improved management control. Defense Finance and Accounting Services (DFAS)-Texarkana Nonappropriated Fund Financial Services (NFS) maintains bookkeeping, accounts payable, and disbursing functions under a centralized accounting system of record. CTOFs are identified as the 400-fund at DFAS NFS. The only balance of the fund that has legal existence is the total liabilities and fund equity balance reported on the DFAS NFS balance sheet. It represents the cash on hand or cash in the bank for the CTOF during a particular period in time or reporting period.

### **15–3. Types of funds**

a. The DACH-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 DACH-CTOFs are established to give chaplains serving units or organizations without a 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 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. Tenants receive CTOF services from the host installation or community and will not establish additional or independent CTOFs.

### **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 (or the senior chaplain if the garrison chaplain is O–5 or below) (see AR 11–2)—

- (1) Serves as the assessable unit manager for the CTOF internal control process.
- (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 the community program budget participation percentage.

#### **15–5. Chapel tithes and offerings fund manager**

The CTOF manager—

- a. Is appointed on orders by the commander upon certification by IMCOM Religious Support Office as qualified to assume the duty position of fund manager.
- b. Is a chaplain, religious affairs NCO (in the rank of SSG or above), or DA Civilian (GS–09 or higher) whose position is coded Defense Financial Management Certification Level 2 or higher.
- c. Receives training in financial accountability, fund management, GPC procedures, property accountability, internal controls management, and attends the COR course, prior to assuming duties.
- d. Is a graduate of the USA–IRL Chaplaincy Resources Manager Course.
- e. Is certified by the Chief, Resources Division, OCCH 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).
- h. Certifies availability of funds to support GPC or contract purchase requests in accordance with the approved CMRP CTOF program budget(s) and overall fund balance.
- i. Serves as the property accountability officer for CTOF.
- j. Serves as the information management officer for CTOF.
- k. Manages CTOF assets.
- l. Reviews and digitally signs the balance sheet provided by DFAS after the end of each accounting period.
- 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. Recommends community program budget participation 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-Resources or designated representative as qualified to assume the duty position of fund technician.
- b. Is a religious affairs specialist or DA Civilian.
- c. Receives training in purchasing and contracting procedures, property management and accountability, bookkeeping, and the CMRP prior to assuming duties.
- d. Is a graduate of the USA–IRL 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 ARIMS standards.
- h. Works directly for the funds manager.

#### **15–7. Sub-accounts**

CTOFs are single fund entities. Sub-accounts are cost collectors in the accounting system used for budget tracking and are not separate and distinct funds.

- a. Program element sub-accounts—

- (1) Facilitate stewardship on behalf of individual programs within the CMRP by enabling tracking of operating income and attendance data to inform the budget development process.
- (2) Are accounting entities and do not have an organizational existence apart from their inclusion in CTOF.
- (3) Cannot obligate or spend in excess of program element budget guidance authorized by the garrison chaplain and approved by the commander.
- (4) Have income statements but not balance sheets.
- 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 community program budget participation percentage calculated by the CTOF manager through analysis of all operating 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 program elements.
  - (6) Provides a source of funds for CPBAC-validated and garrison chaplain-approved programs within the CMRP that do not have their own source of income.
  - (7) Receives and disburses funds to support religious activities that require an accumulation of dollars over time or that require the consolidated handling of registration and participation costs.
  - (8) Funds special projects representing innovative and dynamic opportunities to extend religious support to the broadest Army audience.

#### **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. APF will be used to purchase wine for sacraments, rites, and ordinances.*
- d. Will not make grants to non-military agencies or private organizations by any means other than designated offerings.*
- 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. Coordination for requests.* All requests to establish, consolidate, transfer, and disestablish CTOF NAFI must be coordinated through the appropriate ACOM, ASCC, DRU, or USARC Command chaplain with Assistant Director, DACH-Resources, 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, or USARC Command chaplain and the Assistant Director for Resources, DACH-SPR, 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 nonappropriated fund instrumentality number (SNN) in accordance with AR 215-1 with approval from the Assistant Director, DACH-Resources.

(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 Assistant Director, DACH-Resources 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 (see 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, 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.

(2) And 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 and accountability for an established CTOF at any time as a result of command realignments through the appropriate ACOM, ASCC, DRU, senior chaplains (ARNG), or USARC Command chaplain and Chief, DACH-SPR to the IMCOM G-9 by forwarding the following information:

(1) The name and SNN of the CTOF to be transferred.

(2) And the name and address (to include the respective ACOM, ASCC, DRU, senior chaplain (ARNG), or USARC) of the losing command and the name and address (to include ACOM, ASCC, DRU, senior chaplain (ARNG), 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 checkbooks, 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, senior chaplain (ARNG), or USARC Command chaplain and Assistant Director, DACH-Resources 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, or USARC Command chaplain to Chief, DACH-SPR.

*f. Disestablished funds.* 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. Program element sub-accounts.* Program element sub-accounts are unofficial operating entities established and dissolved locally by the garrison chaplain.

*h. Property disposal.* 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 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 CTOF Accounting System and CMRP processes and software as set forth in this regulation 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 APF 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 non-standard items when the appropriate official (certification officer) certifies in writing that authorized APF cannot satisfy the requirement.

(4) 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 will 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. Subaccounts.* The CTOF supports group fellowship and retreat activities through designated offerings to special project subaccounts and/or the use of CTOF purchasing instruments.

### **15–12. Grants**

*a.* May be made by the DACH-CTOF, the ACOM, ASCC, DRU, 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 Chief, DACH-SPR, and ACOM, ASCC, DRU, or USARC Command chaplain detailing how the funds were expended.

*e.* Will 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 procedures.* 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, 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, or USARC Command chaplain.

*b. Chapel tithes and offerings fund non-personal services contracting.*

(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, senior chaplains (ARNG), 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, or USARC Command chaplain must approve all requests for CTOF NPS contracts regardless of dollar amount of contract.

*c. Chapel tithes and offerings fund Government purchase card 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.

(3) The CTOF GPC will not be used to pay for lodging or transportation expenses.

*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) The IMCOM Religious Support Office will inspect subordinate CTOFs.
- (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.

*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 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.

#### **15–15. Mandatory transfers and reports**

- a.* The annual fund adjustment closes all sub-accounts each FY 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 FY through their respective command headquarters. The suspense to OCCH is 45 days after the end of the FY.
- b.* Each CTOF will send an annual assurance report through ACOM, ASCC, DRU, or USARC Command chaplain to: Assistant Director, DACH-Resources. The ACOM, ASCC, DRU, or USARC Command chaplain will consolidate subordinate reports for final submission to Assistant Director, DACH-Resources. The suspense to OCCH is 30 days after the end of the FY.

#### **15–16. Property**

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

*b. Donated property.* 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.

(5) The CTOF property deemed unserviceable which is later sold or salvaged should be credited to the community account or the account which the equipment was first purchased.

## **15–17. Personnel**

a. The hiring of CTOF employees must be approved by the Assistant Director, DACH-Resources.

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, ACOM, ASCC, DRU, or USARC Command 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 are authorized as an act of religious worship for deployed services.

b. Chaplain field funds 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 chaplain field fund assets. Chaplain field funds will not transfer from deployed unit to deployed unit.

c. Chaplain field funds are subject to the guidance of the theater commander and this regulation.

## **Chapter 16**

### **Pastoral Care and Counseling**

#### **16–1. General**

Pastoral care and counseling is an essential capability of the CHC, 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 their 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 staff judge advocate 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.

*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). Sensitive information should not be shared with a third party unless the holder of the information provides specific written consent to share.

*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. 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 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 Family Life Chaplains 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 in paragraphs 16–1 and 16–2 will constitute failure to meet Army standards and may result in administrative action and/or punishment under the Uniform Code of Military Justice.

### **16–3. Other counseling considerations**

*a. 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.

*b. Guidelines to counseling children.* Counseling to children will be in accordance with DoD and Army policy.

### **16–4. 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 restore, build, and maintain spiritual wellness and healthy relationships. FL ministry also provides highly specialized Family Life Chaplains serving as clinically trained pastoral counselors and trainers.

(1) Family Life ministry includes education, consultation, and systemic, faith-informed, evidence-based pastoral counseling.

(2) Family Life education is preventive in nature and provides resources for Army constituents to develop healthy relationships on every level that enable them to thrive under the pressures of military life. It may include education for single Soldiers, couples, Families, or extended Families, and training on a variety of topics such as pre-marital preparation, marriage strengthening, parenting, deployment separation and reunion, grief, and trauma.

(3) Family Life skills include systemic, faith-informed, evidence based counseling interventions that integrates best practices in psychology, theology, and spirituality to promote healing and growth.

*b. Family Life Chaplains.* Family Life Chaplains are the primary trainers of Family Life skills. Family Life Chaplains will support commanders by providing additional training to chaplains in pastoral counseling and relationship education skills and programs. Senior chaplains and garrison chaplains will ensure that all Family Life Chaplains receive supervision from an approved counseling supervisor. The garrison commander, senior chaplain and garrison chaplains will ensure that the primary effort of Family Life Chaplains is dedicated to Family Life training and advanced pastoral counseling.

*c. Chaplain Family Life Centers.* The garrison commander and senior chaplain provide support for Chaplain Family Life centers (CFLCs) in the area of personnel, facilities, IT equipment, logistics, and funding. The CFLCs will be staffed appropriately, at a minimum, one Family Life Chaplain, one religious affairs NCO (SSG), and/or one administrative assistant and/or receptionist to ensure on-site service and safety. The Family Life Chaplains 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. Chaplain Family Life Training Center.* The Chaplain Family Life Training Centers conduct the Family Life Chaplain Quality Control and other Family Life related training. The center will be staffed at a minimum by two senior Family Life Chaplains (Director and Deputy Director) and one Religious Affairs NCOIC. The garrison commander and senior chaplain provide facility and IT support to the center.

*e. Family Life training standards.* The CHC recognizes three skill levels of FL training—

(1) *Basic pastoral counselor.* Chaplains achieve basic pastoral counseling competence by completing CHBOLC, pastoral skills training-Family Life (PST-FL), or the Pastoral Skills Intensive Course or equivalent provided by a Family Life Chaplain or other professional.

(2) *Family Life Chaplains.* Chaplains who complete the U.S. Army Family Life Chaplain Qualification Course, or an equivalent program as determined by the CCH. Qualifying training includes a master-level degree in counseling, a practicum in counseling theological integration, and specialized training in evidence-based psychotherapy models.

(3) *Family Life Chaplain approved supervisor.* Family Life Chaplains who have successfully completed the Family Life Supervisor in Training program or an equivalent program, and who meet the professional credentialing requirements for AAMFT AS. Training center directors will be approved supervisors who provide clinical supervision for qualification course students and supervision and mentorship for supervisors in training.

*f. Continuing education.* All Family Life Chaplains must maintain competence in counseling through continuing education. Family Life Chaplains will maintain their professional certifications and license by completing annual continuing education. Education requirements can be met by attending the Family Life Chaplain Annual Sustainment Training or other continuing education grating training programs acceptable to their state licensing board.

*g. Supervision.* Family Life Chaplains in all COMPOs 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.

*h. Counseling children.* Family Life Chaplains 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.

*i. Army well-being programs.* The Family Life Chaplains 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.

#### **16–5. 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 to vulnerable populations. Religious support in these demanding settings requires CCH-directed specialized SI 7R Chaplain Clinician 3035 chaplains trained 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, trauma centers, 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 CHC.

#### **16–6. Deployment Cycle Support Program**

UMTs provide support to Soldiers and Families in accordance with guidance from the Army leadership in the DCS Program. Family Life Chaplains 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 is expected to take the lead in determining USAR requirements and aligning capabilities to meet Soldier and Family DCS needs.

#### **16–7. Relationship resilience training**

*a.* The CHC 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. 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 14–2.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

Unless otherwise stated, Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>. DoD publications are available at <https://www.esd.whs.mil/>. USCs are available at <https://uscode.house.gov/>.

##### **AR 1–50**

Army Conference Policy (Cited in para 3–5e(2).)

##### **AR 5–18**

Army Stationing and Installation Plan (Cited in para 1–10l.)

##### **AR 5–22**

The Army Force Modernization Proponent System (Cited in para 1–10c.)

##### **AR 25–400–2**

Army Records Management Program (Cited in para 16–2h(1).)

##### **AR 135–100**

Appointment of Commissioned and Warrant Officers of the Army (Cited in para 6–3d.)

##### **AR 210–22**

Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations (Cited in para 1–17g.)

##### **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 1–10c(6).)

##### **AR 420–1**

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

##### **AR 600–3**

The Army Personnel Development System (Cited in para 1–10c.)

##### **AR 600–20**

Army Command Policy (Cited in para 1–10r.)

##### **AR 601–100**

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

##### **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).)

##### **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**

Religious Liberty in the Military Services (Cited in para 1–17c.)

##### **DoDI 1304.28**

The Appointment and Service of Chaplains (Cited in para 1–10c(2).)

##### **DoDI 5120.08**

Armed Forces Chaplains Board (Cited in para 1–10k.)



**10 USC**

Armed Forces (Cited on title page.)

**10 USC 651**

Members: required service (Cited in para 8–5c.)

**10 USC 1789**

Chaplain-led programs: authorized support (Cited in para 1–17a.)

**10 USC 7073**

Chaplains (Cited in para 1–8a.)

**10 USC 7217**

Duties: chaplains; assistance required of commanding officers (Cited in para 1–8a.)

**10 USC 7231**

Command: chaplains (Cited in para 1–8a.)

**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****Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website at <https://armypubs.army.mil>. DD forms are available on the Executive Services Directorate website at <https://www.esd.whs.mil/directives/forms/>.

**DA Form 1059**

Service School Academic Evaluation Report (Prescribed in para 7–2c.)

**DD Form 368**

Request for Conditional Release (Prescribed in para 6–3g.)

**DD Form 1391**

FY Military Construction Project Data (Prescribed in para 12–3a.)

**DD Form 2088**

Statement of Ecclesiastical Endorsement (Prescribed in para 6–3a.)

## Appendix B

### Internal Control Evaluation

#### B–1. Function

This internal control evaluation assesses contracting for religious services and CTOF operations.

#### B–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 listed in paragraph B–4. It is not intended to cover all controls.

#### B–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 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).

#### B–4. Test questions

##### *a. Contracting for religious services.*

- (1) Does the NPS contract have service definitions that clearly define the nature of the services to be performed?
- (2) Does the contract state services to be performed in terms of number of services or products times the applicable rate?
- (3) Has the appropriate ACOM, ASCC, DRU, or USARC staff chaplain granted approval to contract for religious services?

##### *b. Administrative and legal documentation.*

- (1) Does the CTOF have an SOP?
- (2) Is documentation available showing establishment of the fund?
- (3) Is documentation available showing the tax identification number? Do the fund manager and the fund technician have appointment orders?
- (4) Have the fund manager and the fund technician received USA–IRL training?
- (5) Are the fund manager and the fund technician bonded (risk management plan insurance)?
- (6) Does the fund manager open and review all mail addressed to the fund?
- (7) Is there an established list of who has access to the keys or combinations of the locked containers?
- (8) Are keys or combinations to locks and containers safeguarded and changed when there is a change in personnel?
- (9) Have key personnel with internal control responsibilities received internal control training?
- (10) Do the assessable unit managers and Internal Control Administrator performance agreements contain explicit internal control responsibilities?

##### *c. Safeguarding funds.*

- (1) Are offerings counted by at least two persons immediately upon removal from public view and substantiated by a signed CTOF detailed income record produced by the CTOF resource management team using OS56?
- (2) Do the number of detailed income records correspond with the number of services?
- (3) Are cash receipts, petty cash, deposits in transit, and all other monies secured in an approved and locked safe?
- (4) 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?
- (5) Are bookkeeping duties segregated from the offering counting and performed by different persons?
- (6) Are all bank accounts (statements) and transaction reports reconciled each month and verified by the fund manager?
- (7) Are invoices paid within 30 days of the invoice date?
- (8) Do two disinterested persons conduct an informal inspection once a month?
- (9) Are the monies being collected at fund raisers under the control of two persons at all times?

(10) Are these monies kept in a secure area and counted, deposited, and recorded in the same manner as offerings collections?

(11) Are procedures in place to ensure that cash withdrawals cannot be made from the local depository savings accounts using debit cards or wire transfers?

(12) Has the bank verified that there are no debit or ATM cards associated with the local depository account which could be used to make cash withdrawals?

(13) Are the only online banking logins for the local depository account restricted to "Read & Print Only" to allow access to online statements and monthly account reconciliation purposes?

*d. Chapel tithes and offerings fund Government purchase cards.*

(1) Have all CTOF GPC cardholders received initial and annual refresher training?

(2) Has the CTOF GPC Billing Official received initial and annual refresher training?

(3) Is there an established list of all GPC cardholders with their login?

(4) Are there safeguards in place to assure GPC cards cannot be used to make cash withdrawals?

(5) Are there procedures in place to close GPC cardholder accounts and destroy cards when personnel change?

(6) Are GPCs kept in a secure locked location when not in use?

(7) Did all GPC cardholder purchases have prior approval from the billing official?

(8) Did only the CTOF GPC cardholder make purchases with their card?

(9) Were all purchases within the cardholders purchase limits?

(10) Did cardholders put all transactions in the transaction journal?

(11) Did cardholders follow established GPC SOP procedures for approving and reconciling purchases for each cycle date?

(12) 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?

(13) Was the statement paid within 5 days of the cycle date by the billing official?

*e. Chapel tithes and offerings fund contracts.*

(1) Are all contracts reviewed for legal sufficiency and tax implications as NPS contracts?

(2) Is maximum competition sought on all non-personal service contracts?

(3) Are all CTOF contracts over \$25,000 receive appropriate ACOM, ASCC, DRU, senior chaplains (ARNG), or USARC staff chaplain for approval?

## **B-5. Supersession**

This evaluation replaces the evaluation previously published in AR 165-1, dated 23 June 2015.

## **B-6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to: Office of the Chief of Chaplains, (DACH-Resources), [usarmy.pentagon.hqda-occh.mbx.policy@army.mil](mailto:usarmy.pentagon.hqda-occh.mbx.policy@army.mil).

## **Glossary of Terms**

This section contains no entries.

**UNCLASSIFIED**

**PIN 065957-000**