

**Army Regulation 165-1**

**Religious Activities**

# **Chaplain Activities in the United States Army**

**Headquarters  
Department of the Army  
Washington, DC  
25 March 2004**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 165-1

Chaplain Activities in the United States Army

Specifically, this version, dated 25 March 2004-

- o Changes provisions regarding the Program for Strong and Ready Army Families to conform to 10 USC 1789 (paras 1-5 and 1-16).
- o Makes corrections to reflect the reorganization of the United States Army Personnel Command (PERSCOM) as the United States Army Human Resources Command (AHRC) throughout the regulation.
- o Updates acronym for the Deputy Chief of Staff, G-1 from DCSPER to DCS, G-1 throughout the regulation.
- o This publication does not contain an index.

This Change 1, dated 26 May 2000--

- o Eliminates reference to the U.S. Army Chaplaincy Services Support Agency (USACSSA) which was abolished on 30 Sep 97.
- o Transfers the USACSSA personnel functions to DACH-PER and includes policy on Conditional Voluntary Indefinite (CVI) status.
- o Provides clarification on procuring Directors of Religious Education and contains a new section on Logistic Support. This section eliminates U.S. Army Chaplaincy Services Support Agency (Chapter 1).
- o Clarifies procurement of Directors of Religious Education (Chapter 5).
- o Transfers USACSSA personnel functions to DACH-PER and clarifies personnel policy (Chapter 8).
- o Provides policy on chaplain kits and equipment (Chapter 13).
- o This regulation has been reduced from 16 to 15 chapters. Most chapters are complete rewrites and incorporate portions of two or more chapters from the previous edition. The regulation covers the responsibilities of commanders and chaplains for ensuring the free exercise of religion in the Army. Also, it covers the accessioning of chaplains, personnel management, training, and mobilization of chaplains and chaplain assistants, and the resourcing of funds, facilities, and logistics. Chaplain personnel management guidance and instructions and chaplain and chaplain assistant resource management guidance and instructions have been deleted from this AR and will be incorporated into a HQDA Pamphlet. This revision--
- o Provides a brief history and mission of the Chaplain Corps (chapter 1).

- Prescribes duties and responsibilities of chaplains and commanders for the religious programs of the Army (chapter 1).
- Prescribes the policy and strategic development planning for the Chaplaincy (chapter 2).
- Provides new guidance on scheduling religious services on military installations and guidance on Chaplain Family Life Centers (paras 3-3 and 3-4).
- Defines Unit Ministry Teams (para 4-1); prescribes coordination of religious coverage (para 4-2); professional status of chaplains (para 4-3); chaplain religious responsibilities including privileged communication (para 4-4); and chaplain staff responsibilities (para 4-5).
- Identifies additional chaplain assistant responsibilities (para 4-7).
- Completely rewrites policy on Directors of Religious Education, and contracting and using civilian clergy, religious education personnel other than DREs, and distinctive faith group leaders (paras 5-2, 5-3, 5-4, and 5-5).
- Prescribes Infant Watch Care (para 5-7).
- Prescribes new policy and responsibilities for Chaplain Recruitment and Accessioning (chapter 6).
- Updates the Chaplain Candidate Program (chapter 7).
- Establishes new policy on chaplain personnel management to include appointments, career status, professional development, assignments, loss or change of endorsement, and adverse personnel actions (paras 8-3, 8-5, 8-6, 8-7, 8-9, and 8-10).
- Reestablishes responsibilities for mobilization and deployment for Ministry Teams and individuals (chapter 9).
- Establishes policy on Advanced Civilian Schooling and Clinical Pastoral Education (paras 10-4 and 10-5).
- Maintains the chaplain as the principal staff officer for Moral Leadership Training (chapter 11).
- Establishes major changes in policies and responsibilities for managing appropriated and nonappropriated funds (chapters 12, 13, and 14).
- Establishes a separate chapter for information management and the Chaplain Automated Religious Support System (CARSS) (chapter 15).
- Deletes instructional guidance on chaplain personnel management.
- Deletes instructional guidance on chaplain and chaplain assistant resource management.

## Religious Activities

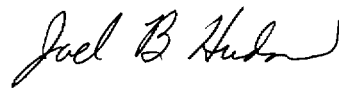
### Chaplain Activities in the United States Army

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By order of the Secretary of the Army:

PETER J. SCHOOMAKER  
*General, United States Army*  
*Chief of Staff*

Official:



JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

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

**Applicability.** This regulation applies to the Active Army, the Army National

Guard of the United States (ARNGUS), and the U.S. Army Reserve (USAR).

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

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

**Supplementation.** Supplementation of

this regulation and establishment of command and local forms are prohibited without prior approval from the Chief of Chaplains, 2511 Jefferson Davis Highway, 12th Floor/Room 12500, Arlington, VA 22202-3907.

**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, ATTN: DACH-PPDT, 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

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

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\*This regulation supersedes AR 165-1, 26 May 2000.

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## **Chapter 1 Introduction**

### **Section I General**

#### **1–1. Purpose**

This regulation establishes the policies, duties, and responsibilities for meeting the religious and spiritual needs of the U.S. Army.

#### **1–2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### **1–3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

### **Section II Organization**

#### **1–4. The U.S. Army Chaplain Corps**

*a.* On 29 July 1775, the continental Congress officially established the Chaplain Corps as an integral part of the U.S. Army. The position of the Chaplain Assistant was established by General Order Number 253, issued by the War Department, Washington, DC, 28 December 1909. On 29 June 1986, the chaplaincy joined the Army's regimental system and was activated as the Chaplain Regiment.

*b.* Title 10, United States Code, section 3073 (10 USC 3073), section 3547 (10 USC 3547), and section 3581 (10 USC 3581) establishes the position of chaplain in the Army and, together with regulations promulgated by the Secretary of the Army, prescribes the duties of that position. Chaplains are required by public law to conduct religious services for personnel of the command to which they are assigned. The duties of chaplains beyond those specifically mandated by statute are derived duties assigned by the Army. Commanders are required by this statutory authority to furnish facilities and necessary transportation to chaplains to assist them in their performance of duty.

*c.* The First Amendment to the U.S. Constitution prohibits enactment of any law "respecting the establishment of religion or prohibiting the free exercise thereof." In striking a balance between the "establishment" and "free exercise" clauses, the Army chaplaincy, in providing religious services and ministries to the command, is an instrument of the U.S. Government to ensure that soldier's religious "free exercise" rights are protected. At the same time, chaplains are trained to avoid even the appearance of any establishment of religion.

*d.* The importance and influence of the chaplain to the moral health of the unit and in spiritual matters have been valued throughout the history of the Army. Today's commander recognizes the value of the chaplain, both in combat and garrison. Even though the chaplain is an ecclesiastically endorsed representative of his or her faith group, the chaplain has the responsibility to confront the command when the religious rights of any soldier are affected.

### **Section III Responsibilities**

#### **1–5. Chief of Chaplains**

The Chief of Chaplains (CCH) has staff supervision of Chaplains, chaplain assistants, Directors of Religious Education (DREs), and religious activities throughout the Army. The CCH will—

- a.* Provide comprehensive religious support.
- b.* Establish plans, programs, and policies for the Army chaplaincy (see chapter 2).
- c.* Establish policy and exercise overall supervision for recruiting and accessioning chaplain candidates and clergy for the Active Army and Reserve Component (RC) (see chapters 6 and 7).
- d.* Serve as proponent for the Chaplain Candidate Program (see chapter 7).
- e.* Exercise career management authority over Army chaplains (see chapter 8).
- f.* Assign and reassign Army chaplains to support Army and joint billet requirements.
- g.* Serve as personnel proponent for chaplains, chaplain assistants, and selected civilians.
- h.* Provide professional training and development of Army chaplains and chaplain assistants (see chapter 10).
- i.* Establish professional and educational qualifications and training objectives for chaplain branch personnel (see chapter 10).
- j.* Function as branch proponent for chaplain and chaplain assistant professional training (see chapter 10).
- k.* Acquire equipment and facilities to support the mission of the Army chaplaincy (see chapter 12).

- l.* Establish policies and guidance for the chaplaincy in all phases of mobilization and the full range of military operations (see chapter 9).
- m.* Establish policies and exercise overall supervision of chaplains' Funds in the Army (see chapter 14).
- n.* Establish policies and programs for, and provide overall supervision of the Chaplain Automated Religious Support System (CARSS) (see Chapter 12).
- o.* Coordinate with DOD, Army Staff agencies, Major Army Commands (MACOMS), ARNGUS units and the U.S. Army Reserve Command (USARC), and installations on matters regarding the Army chaplaincy.
- p.* Coordinate with Ecclesiastical Endorsing Agencies and leaders of religious faith groups on matters regarding the Army chaplaincy.
- q.* Serve as proponent for Army Moral Leadership Training (see chapter 11).
- r.* Provide suicide prevention training.
- s.* Serve as the proponent of the Program for Strong and Ready Army Families. The authority to expend funds to implement this program is contained in 10 USC 1789, see paragraph 1-16g, below and DAGO 2002-3.

**1-6. (Rescinded.)**

**1-7. Commandant, U.S. Army Chaplain Center and School**

Commandant, U.S. Army Chaplain Center and School (USACHCS) will—

- a.* Conduct and support training as directed by the CCH and the Commander, U.S. Army Training and Doctrine Command (TRADOC).
- b.* Operate the scheduling and quota management system for all training conducted at USACHCS.
- c.* Analyze, design, develop, implement and evaluate individual and collective professional training and training material for chaplains, chaplain assistants, and chaplain candidates.
- d.* Develop and periodically revise the publication list for the Self-Improvement Reading Program.
- e.* Provide training support materials and guidance, on request, through appropriate MACOM channels, to promote standardized mission training.
- f.* Coordinate the development of concepts, programs, experiments, and initiatives that identify, prioritize, and integrate doctrine, training, leader development, organizations, material, and soldier-based requirements.
- g.* Manage requirements, authorizations, justifications, and standards of grade for MOS 71M, Chaplain Assistant. Recommend changes to Table of Organization and Equipment/Table of Distribution and Allowance (TOE/TDA). Project accessioning requirements and staff estimates of force structure changes.

**1-8. Chief, National Guard Bureau**

Chief, National Guard Bureau (NGB) will—

- a.* Participate in the CCH Recruitment Program for the ARNGUS as required in chapter 6.
- b.* Monitor and support training of chaplains and chaplain assistants of each State Area Command (STARC).
- c.* Monitor mobilization of ARNGUS Unit Ministry Teams (UMTs).
- d.* Coordinates institutional training for ARNG chaplains.

**1-9. Chief, Army Reserve**

The Chief, Army Reserve (CAR) will participate in the CCH Recruitment Program for the USAR as required in chapters 6 and 7.

**1-10. Commander, U.S. Army Training and Doctrine Command**

- a.* The Commander, U.S. Army Training and Doctrine Command (TRADOC), provides direction to USACHCS on training, combat development, and doctrine.
- b.* Coordinates and conducts annual training for chaplain instructors at service schools.

**1-11. Commander, U.S. Army Medical Command (MEDCOM)**

See subparagraph 10-2b for responsibilities regarding chaplain and chaplain assistant training.

**1-12. Commander, U.S. Army Human Resources Command**

The Commander, U.S. Army Human Resources Command (AHRC) will—

- a.* Administer and manage the USAR Chaplain Candidate Program as defined in chapter 7.
- b.* Manage Individual Ready Reserve (IRR), Individual Mobilization Augmentee (IMA) and retired chaplains and chaplain assistants.

### **1-13. Commander, U.S. Army Reserve Command**

- a.* Ensure Commander, U.S. Army Reserve Command (USARC) training policy guidance is applied to training of USARC UMTs.
- b.* Train USARC MSC UMTs for mobilization readiness.
- c.* Coordinate and review UMT force structure in the USARC MSCs and installations.
- d.* Coordinate and review Command Master Religious Plan (CMRP) for all USARC MSCs and installations.
- e.* Establish staff supervision and implementation of total religious program at USAR installations.
- f.* Provide recruiting requirements to OCAR/U.S. Army Recruiting Command (USAREC).

### **1-14. Commander, U.S. Army Human Resources Command**

The Commander, U.S. Army Human Resources Command (AHRC), has career management authority for chaplain assistants.

### **1-15. Commander, U.S. Army Materiel Command**

The Commander, U.S. Army Materiel Command (USAMC) will—

- a.* Manage, in conjunction with Department of the Army, Office Chief of Chaplains, Information, Resource Management and Logistics (DACH-IRML) Directorate, the Chaplain Acquisition Program for development, procurement, and distribution of chaplain-unique supplies and equipment.
- b.* Serve as consultant to the Armed Forces Chaplains Board (AFCB) DODD 5120.8.
- c.* Coordinate with Defense Logistics Agency (DLA) and chaplain logisticians from all services to provide interservice acquisition initiatives.
- d.* Serve as consultant to CCH on mobilization logistics planning.

### **1-16. Commanders**

Commanders will—

- a.* Establish and maintain a climate of high moral and ethical standards.
- b.* Provide religious, spiritual, moral, and ethical support to the U.S. Army.
- c.* Support the free exercise of religion for all Army personnel.
- d.* Provide UMTs with the resources required to perform their duties (to include personnel, facilities, transportation, equipment, and financial resources) (see chapters 12 and 13).
- e.* Provide religious coverage for units without an assigned chaplain (para 4-2).
- f.* Inspect subordinate Chaplains' Funds annually.
- g.* Work to build and maintain a strong family structure:
  - (1) Commanders, in coordination with their supporting Unit Ministry Team, will implement the Program for Strong and Ready Army Families. Support for the Program for Strong and Ready Army Families at the unit level will be provided under the authority discussed in paragraph 1-16g(2), below.
  - (2) The Secretary of the Army hereby delegates his or her authority, as prescribed in 10 USC 1789, to provide support services to build and maintain a strong family structure among active duty soldiers and reserve soldiers in an active status, and their families, to commanders in the grade of colonel and above. This authority may be delegated to a commander in the grade of lieutenant colonel by the first general officer in the chain of command in situations where there is not an intermediate commander between the commanding general and the commanding lieutenant colonel.

### **1-17. Major Army Command Staff Chaplains**

MACOM Staff Chaplains will—

- a.* Establish staff supervision and implementation of the religious program at both the MACOM and installation levels.
- b.* Define and establish peacetime and wartime chaplain mission statements for their command.
- c.* Establish chaplain goals and priorities and develop standards with subordinate commands.
- d.* Coordinate and review chaplain and chaplain assistant force structure in the MACOM and in subordinate commands' installations.
- e.* Coordinate and review chaplaincy resource allocations for subordinate commands and installations (chapters 12 and 13).
- f.* Establish, maintain, and execute chaplaincy mobilization and contingency plans (see chapter 9).
- g.* Plan, assess, conduct, monitor, and support training of chaplains and chaplain assistants within the MACOM.
- h.* Participate in the CCH Recruitment Program as required in chapter 6.
- i.* Serve as liaison between Department of the Army, Office Chief of Chaplains, DACH-PER and Installation Chaplains for personnel assignment. MACOM assignment officers will support the DACH-PER assignment officer to ensure compliance with CCH assignment strategy.

- j.* Ensure AC and RC UMT training is integrated at the installations.

### **1–18. Staff Chaplain, Continental U.S. Army**

Staff Chaplain, Continental U.S. Army (CONUSA) will—

- a.* Coordinate training assistance and evaluation requirements for RC UMTs with the CONUS Corps, USARC, State Adjutant Generals and Installations.
- b.* Synchronize/integrate RC ministry training.
- c.* Assist and evaluate RC UMT in the management and conduct of training.

### **1–19. Installation Staff Chaplains**

Installation Staff Chaplains will—

- a.* Prepare and staff the CMRP.
- b.* Provide religious support to authorized personnel.
- c.* Participate in the CCH Recruitment Program as required in chapter 6.
- d.* Establish staff supervision and implementation of the CMRP.
- e.* Define and establish peacetime and wartime chaplain mission statements for the installation.
- f.* Coordinate and review UMT force structure at the installation, and make recommendations on the assignment of chaplains and chaplain assistants to the commander.
- g.* Coordinate and review UMT resource allocations (see chapters 12 and 13).
- h.* Establish and execute chaplaincy mobilization and contingency plans (see chapter 9).
- i.* Plan, conduct, assess, monitor, and support training of chaplains and chaplain assistants assigned to the installation and tenant organizations.
- j.* Maintain Chaplains' Funds as defined in chapter 14.
- k.* Coordinate and review all chaplain-related military construction, Army projects on the installation.
- l.* Serve as commander's liaison with civilian religious groups.
- m.* Provide suicide prevention training for soldiers and family members.
- n.* Conduct moral leadership training.

### **1–20. State Area Command/United States Army Reserve Command**

Major Subordinate Command (STARC/USARC MSC) STARC/USARC MSC Staff Chaplains will—

- a.* Establish staff supervision and implementation of the CMRP.
- b.* Establish chaplain goals and priorities for the command.
- c.* Prepare the CMRP.
- d.* Participate in the CCH Recruitment Program.
- e.* Plan, conduct, assess, monitor, and support the training of the command's chaplains and chaplain assistants.
- f.* Define and establish peacetime and wartime UMT mission statements for the command.
- g.* Establish and execute chaplaincy mobilization and contingency plans to include religious support for military families (see chapter 9).
- h.* Coordinate and review UMT force structure in the command and subordinate units.
- i.* Coordinate and review the execution of the CMRP (see chapters 12, 13, 14, and 15).

## **Chapter 2**

### **Policy Development**

#### **2–1. Establishment of policy**

- a.* As the proponent for the Chaplain Corps, the CCH establishes policy for the Army chaplaincy.
- b.* The Director, DACH–PPDT, exercises staff supervision over policy development for the Army chaplaincy.
- c.* Recommendations for policy changes must be submitted through staff channels to Chief of Chaplains, 2511 Jefferson Davis Highway, 12th Floor/Room 12500, Arlington, VA 22202–3907. All policy changes will be staffed with the Director, DACH–PPDT, for final approval by the CCH.

#### **2–2. Review of publications**

- a.* Drafts of surveys, studies, or other documents that represent or may be construed to represent the position or policy of the Army chaplaincy will be forwarded to the Director, DACH–PPDT, for review before publication.
- b.* The Director, DACH–PPDT, will review all regulations and draft regulations pertaining to the Army chaplaincy.

### **2-3. The U.S. Army Chaplaincy's Strategic Plan**

*a.* Planning guidance for the Army chaplaincy is issued as The U.S. Army Chaplaincy's Strategic Plan. This document provides the Chaplaincy with an ongoing 5-year plan that establishes goals, strategies, and implementation directives. Although this document is not a funding document, guidance contained in it may be cited to justify programs that form the basis for the annual CMRP.

*b.* The CCH establishes and manages the Army Chaplaincy's strategy and implementation plans through the following councils, committees, and training workshops:

- (1) The Senior Total Army Chaplaincy Advisory Council.
  - (a)* The Senior Advisory Council.
  - (b)* The Reserve Advisory Council.
  - (c)* The Senior Noncommissioned Officers (NCO) Advisory Council.
- (2) The CCH Mobilizing the Force Committee.
- (3) The CCH Training the Force Committee.
- (4) The CCH Force Structure Committee.
- (5) The CCH Senior Supervisory UMT Training.
- (6) The CCH Diversity Training.
- (7) The Logistics, Information and Financial Training (LIFT).
- (8) Assignment Officer Training.
- (9) Chaplaincy Integrated Concept and Product Team (CHPLIC/IPT).
- (10) Joint Venture Committee and Installation TDA Committee.

*c.* Selected chaplains, chaplain assistants, and other UMT personnel from Army commands are to participate in these councils, committees, and workshops.

## **Chapter 3 Religious Activities Within Commands**

### **3-1. The Command Master Religious Plan**

*a.* The Command Master Religious Plan (CMRP) is the assessing, planning, staffing, resourcing, execution, and evaluation instrument for religious activities and UMT training for the community, installation, unit, STARC, USARC, and MSC (see chapter 12).

*b.* Each unit chaplain will prepare the CMRP annually for the commander. Supervisory staff chaplains will consolidate the unit CMRP at the division, installation, or command level. A copy of the installation CMRP will be forwarded to the MACOM staff chaplain.

*c.* The CMRP provides the maximum opportunity for free exercise of religion and accommodation of religious practices by incorporating the Army, the CCH, MACOMs, and commanders plans (see DODD 1300.17 and AR 600-20).

### **3-2. Religious requirements, services, and attendance**

*a.* Participation of Army personnel in religious services is strictly voluntary. However, Army personnel may be required to provide logistic support before, during, or after worship services or religious programs.

*b.* Commanders will excuse soldiers wishing to attend services, when attendance does not interfere with mission accomplishment. Sufficient time will be allowed for travel to and from such services.

*c.* Soldiers with religious dietary requirements are authorized separate rations (see AR 600-20).

*d.* See AR 670-1 (Wear and Appearance of Army Uniforms and Insignia).

### **3-3. Religious services on military installations**

*a.* The Army recognizes that religion is constitutionally protected and does not favor one form of religious expression over another. Accordingly, all religious denominations are viewed as distinctive faith groups and all soldiers are entitled to chaplain services and support.

*b.* When facilities are shared, scheduling priority will be given to worship services conducted by chaplains and services that minister to the largest number of soldiers and family members. The Installation Staff Chaplain will supervise all worship services held on a military installation.

*c.* Religious services conducted in military chapels and facilities are primarily for military personnel and authorized civilians. The Army is not required to provide religious support to non-DOD authorized personnel; however, military worship services are generally open to the public.

### **3-4. Chaplain Family Life Centers**

The Installation Staff Chaplain is responsible for supervision and support of family life ministry. The Family Life Chaplain will serve as a primary resource to increase UMT competency in pastoral care and counseling, and to assist the Installation Chaplain in providing effective soldier-family ministry in cooperation with other military and civilian agencies.

*a.* The installation commander approves the concept for the Chaplain Family Life Centers (CFLC) and provides support in the area of personnel, facilities, logistics, and other resources. The Family Life UMT is under the staff supervision of the Installation Staff Chaplain and must operate IAW the installation CMRP.

*b.* The Family Life UMTs primary mission is to train and support UMTs in skills required for effective soldier-family ministry and to direct the CFLC.

## **Chapter 4**

### **Roles and Functions of Chaplains and Chaplain Assistants**

#### **4-1. Definitions and functions**

*a.* The UMT consists of at least one chaplain and one chaplain assistant (MOS 71M) assigned to a TDA or TOE unit.

*b.* The mission of the UMT is to support the religious, spiritual, moral and ethical needs of the U.S. Army.

*c.* In contingency operations, the UMT provides for the religious support of all Army and other authorized personnel in the Area of Operations (AO). Individual religious needs will be met subject to the availability of UMT assets, unit religious coverage requirements, and battlefield conditions.

#### **4-2. Coordination of religious coverage**

*a.* Commanders of units without chaplains will appoint a member of the unit to coordinate religious support with the Staff Chaplain of the next higher headquarters.

*b.* Commanders of units with chaplains will ensure that their chaplains are available for area and denominational coverage ministry.

#### **4-3. Professional status of chaplains**

*a.* Army chaplains have a dual role as religious leaders and staff officers. Their duties are prescribed by law, DOD policy, Army regulations, religious requirements, and Army mission. In performing their duties, chaplains do not exercise command, but exercise staff supervision and functional direction of religious support personnel and activities (title 10, United States Code, section 3581).

*b.* The chaplain is a qualified and endorsed clergy person of a DOD recognized religious denomination or faith group.

*c.* Chaplains are noncombatants and will not bear arms.

*d.* The proper title for a chaplain is "chaplain" regardless of military rank or professional title. When addressed in writing, the chaplains rank will be indicated in parentheses (see AR 25-50 and AR 600-20).

*e.* Commanders will detail or assign chaplains only to duties related to their profession. Chaplains may perform unrelated duties in a temporary military emergency. Chaplains may volunteer to participate or cooperate in nonreligious functions that contribute to the welfare of the command. Commanders will not—

(1) Detail a chaplain as an exchange, athletic, recreation, drug or alcohol, graves registration, welfare, morale, dining facility, personal affairs, information, education, human relations, equal opportunity, next-of-kin notification, suicide prevention, or survivor assistance officer. However, in the event of the death of a chaplain, 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, investigating officer, member of a court-martial, or member or adviser 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 in which he or she may later be called upon to reveal privileged or sensitive information incident to such service.

#### **4-4. Religious responsibilities**

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

*b.* Each chaplain will minister to the personnel of the unit and facilitate the "free-exercise" rights of all personnel, regardless of religious affiliation of either the chaplain or the unit member.

- c. Assignment orders will note recurring coverage responsibilities of chaplains beyond their assigned duties.
- d. When conducting religious services, a chaplain will wear the military uniform, vestments, or other appropriate attire established by church law or denominational practice; (chaplains scarf, stole, or tallit may be worn with the uniform) (see AR 670-1).
- e. Chaplains are authorized to conduct rites, sacraments, and services as required by their respective denomination. Chaplains will not be required to take part in worship when such participation is at variance with the tenets of their faith.
- f. Upon command orders, 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 Army regulations, DOD policy, and applicable law.
- g. Chaplains may perform marriage ceremonies for authorized DOD personnel upon request IAW the laws of the state or county where the marriage is to take place, and if the requirements of the officiating chaplains denomination and local standing operating procedures (SOP) are met. Chaplains may perform marriage ceremonies for DOD military personnel overseas only if the persons desiring to marry have complied with all applicable civil law requirements of the host nation, with the requirements of Army regulations and with any military command directives.
- h. Military and patriotic ceremonies may require a chaplain to provide an invocation, reading, prayer, or benediction. Such occasions are not considered to be religious services. Chaplains will not be required to offer a prayer, if doing so would be in variance with the tenets or practices of their faith group.
- i. Chaplains will not accept fees for performing ministrations, sacraments, pastoral and family counseling, and ordinances, which are part of their official military duty. Accepting gifts is subject to guidance of DODD 5500.7-R.
- j. Chaplains will provide religious support for confined personnel and Army personnel in foreign or civilian confinement facilities (see AR 190-9 and AR 190-47).
- k. The chaplain is a teacher of religion and provides religious instruction. The chaplain is responsible to the commander for the religious education program. The staff chaplain will integrate the religious education efforts of subordinate chaplains in the CMRP.
- l. Chaplains will contribute to the spiritual well-being of soldiers and families of the command by:
- (1) Developing a pastoral relationship with members of the command by:
    - (a) Taking part in command activities.
    - (b) Conducting programs for the moral, spiritual, and social development of soldiers and their families.
    - (c) Visiting soldiers during duty and off-duty hours.
    - (d) Calling on families in their homes, as appropriate.
  - (2) Being available to all individuals, families, and the command for pastoral activities and spiritual assistance.
  - (3) Contributing to the enrichment of marriage and family living by assisting in resolving family difficulties.
  - (4) Providing pastoral counseling in CFLC and through family life ministry.
  - (5) Participating in family advocacy, health promotion, and exceptional family member programs.
  - (6) Supporting sick and injured soldiers and their families through hospital and home visitations, pastoral counseling, religious ministrations, and other spiritual aid and assistance.
  - (7) Contributing to the rehabilitation of persons in confinement through worship services and pastoral activities, and by cooperating with other members of the staff and interested boards and committees.
- m. Privileged communications.
- (1) A privileged communication is defined as any communication to a chaplain or chaplain assistant given as a formal act of religion or as a matter of conscience. It is communication that is made in confidence to a chaplain acting as a spiritual advisor or to a chaplain assistant aiding a spiritual advisor. Also, it is not intended to be disclosed to third persons other than those to whom disclosure furthers the purpose of the communication, or to those reasonably necessary for the transmission of the communication.
  - (2) The privilege against disclosure belongs to the declarant, to his or her guardian or conservator, or to his or her personal representative if the person is deceased. The privilege may also be claimed on behalf of the person by the chaplain or the chaplain assistant who received the communication. The chaplain and chaplain assistant will not divulge privileged communication without the written consent of the person(s) authorized to claim the privilege. If a military judge or other presiding official determines that no privilege exists, a chaplain or chaplain assistant 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 (UCMJ) or adverse administrative action.
  - (3) Situations may arise where disclosure of communications by chaplains and chaplain assistants is not provided for by the rules of evidence or by statute, or is not clear from current court decisions. In cases of this kind, chaplains and chaplain assistants are advised to seek legal counsel from the Staff Judge Advocate or policy guidance from DACH-PPDT.
- n. Sensitive information.
- (1) Sensitive information includes any nonprivileged communication to a chaplain, chaplain assistant, or other chaplain support personnel that involves personally sensitive information that would not be a proper subject for general



dissemination. Examples of sensitive information are knowledge of a soldier's attendance at an Alcoholics Anonymous program, treatment by a psychiatrist, a prior arrest, or hospitalization for mental illness.

(2) Sensitive information normally should not be disclosed unless the declarant expressly permits disclosure.

#### **4-5. Staff responsibilities**

*a.* Chaplains are staff officers and have direct access to the commander. (see AR 10-5, Field Manual (FM) 100-22, and FM 101-5). Chaplains will advise the commander and staff on matters of religion, morals, and morale, to include—

(1) The religious needs of assigned personnel.

(2) The spiritual, ethical, and moral health of the command, to include the humanitarian aspects of command policies, leadership practices, and management systems.

(3) Plans and programs related to the moral and ethical quality of leadership, the care of people, religion, chaplain and chaplain assistant personnel matters and related funding issues within the command.

(4) Construction of religious facilities.

(5) Chaplain activities publicity.

*b.* Chaplains will coordinate, integrate, and supervise all chaplain activities, religious services, ministries or observances, and the use of facilities subject to the approval of the commander, to include—

(1) The use and maintenance of chapels and equipment, and the furnishing of chapels with authorized equipment (see AR 71-13 and Common Table of Allowances (CTA) 50-909).

(2) The establishment and operation of chaplain advisory councils and other staff and parish development programs.

(3) The management of ecclesiastical and administrative supplies to support the CMRP.

(4) The management of Chaplains' Funds as required in chapter 14.

(5) Planning, coordinating, and supervising the professional development and training of chaplains and chaplain assistants.

(6) Actively participating in the CCH Recruitment Program as required in chapter 6.

(7) Monitoring all recommended adjustments to TDA, TOE, and mobilization TDA (MOBTDA) for staff personnel.

(8) Developing the UMT portion of the mobilization plans.

(9) Planning, supervising, and participating in UMT training for contingency operations and deployments.

(10) Establishing and maintaining liaison with staff chaplains of higher, equal, and subordinate headquarters.

(11) Serving in the rating chain of other chaplains and chaplain assistants (see AR 623-105 and AR 623-205).

#### **4-6. Chaplain requirements**

*a.* Chaplains are authorized to communicate with other chaplains and with the CCH on professional, ethical, or related matters without recourse to command channels. Communications directed to the CCH will be sent through staff supervisory channels.

*b.* Permissive Temporary Duty (TDY) is 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 permissive TDY will be IAW AR 1-211, AR 600-8-10, and CCH guidelines and policies. The supervisory chaplain must recommend approval or disapproval on all requests for permissive TDY. Permissive TDY will be restricted to 10 days per year unless a longer period is approved by the MACOM Staff Chaplain.

*c.* Unmarried chaplains and chaplains on an "all others" tour or dependent-restricted tour, regardless of grade, will be provided a private unaccompanied personnel housing (UPH) apartment consisting of a bedroom, bathroom, living room, and kitchen or kitchenette. If this UPH apartment is not available or is not adequate, the chaplain may compete for family housing. Temporary use of visiting officers quarters (VOQ) may be authorized under the provisions of AR 210-50. In overseas areas where administrative restrictions are placed on household goods weight allowances, unmarried chaplains or chaplains on an "all others" tour will be authorized the same weight allowance as an accompanied married officer of the same grade competing for comparable quarters. (See Joint Federal Travel Regulations (JTR), Vol I (U5315), and AR 55-71 for dislocation and transportation allowances.)

#### **4-7. Chaplain assistants**

*a.* Chaplain assistants, as members of the UMT, are assigned to battalion and higher level headquarters units to assist the chaplain with staff, religious, and training responsibilities. Chaplain assistants serve under the staff supervision of the chaplain. Chaplain assistants provide or supervise specified elements of the religious support mission in deployments, combat operations, training, and sustainment. Chaplain assistants are combatants and must bear arms and participate in firearms training and possess skills and qualifications.

*b.* Privileged communication (see subpara 4-4m).

*c.* Sensitive information (see subpara 4-4n).

*d.* Chaplain assistants will be exempt from unit duty and details when performing their primary duty in support of the UMT mission.

- e. Chaplain assistants will wear the Army uniform while on duty, IAW AR 670–1.
- f. Chaplain assistants will not accept fees for performing any functions that are part of their official duties.
- g. Chaplain assistants may serve as coordinators for volunteers serving religious programs.
- h. Chaplain assistant NCOs, in addition to other military duties, will—
  - (1) Advise their chaplain and the command on all matters pertaining to chaplain assistants.
  - (2) Recommend command-wide policy for the UMTs.
  - (3) Conduct UMT staff assistance visits and inspections of UMT activities, training, facilities, performance, and professional development.
  - (4) Provide staff guidance and training in leadership, acculturation, mobilization and contingency team building, basic human interaction, administration, personnel management, and nonappropriated chaplains funds management for the unit, installation, USARC MSC, STARC, or MACOM.
  - (5) Plan, resource, supervise, conduct, and evaluate staff training for chaplain assistants.
  - (6) Conduct training within units as required.
  - (7) Analyze and make recommendations for chaplain assistant assignments and utilization.
  - (8) Coordinate with other senior NCOs of the command to ensure that religious support is available to all soldiers.
  - (9) Review the enlisted (71M) portion of force structure documents (The Army Authorization Document System/Personnel Management Authorization Document (TAADS/PMAD)).
  - (10) Assist soldiers in developing moral values and resolving conflicts.

## **Chapter 5**

### **Religious Support Personnel**

#### **5–1. Purpose**

The mission and ministry of the chaplaincy is supported, extended, and enhanced by other religious ministry personnel. These include Department of the Army civilians (DACs), DREs, civilian contractors (clergy, music directors, youth workers, etc.), distinctive faith group leaders, and volunteers. These personnel support the chaplaincy in various professional and technical ways in bringing quality ministry and spiritual support to soldiers and family members.

#### **5–2. Directors of Religious Education**

- a. The Directors of Religious Education (DRE) function, as the chaplain’s key resource person on religious education, is to assist the UMT by analyzing, developing, managing, and evaluating religious education programs that support the religious and spiritual development of the soldier and family members.
- b. The Director, PPDT, will certify all candidates for DRE positions before employment and will maintain a register of qualified applicants. Local commanders will send request for approval of DREs through channels to the Office of Chief of Chaplains, ATTN: DACH–PPDT, 2511 Jefferson Davis Highway, Room 12500, Arlington, Virginia 22202–3907.
- c. The local commander may employ an educational specialist (General Schedule-Civilian Employee) to serve as the DRE under the supervision of the chaplain.
- d. DREs will not be employed in lieu of the authorization for a chaplain or chaplain assistant.
- e. DREs will provide guidance and direction for program design, selection, teacher training, management of volunteers, and administration of the religious education program of all religious groups.
- f. The DREs will not conduct worship services and will not assume supervisory responsibility for a worship service, unless an exception is approved by the CCH.
- g. DRE candidates must have either of the following qualifications:
  - (1) A bachelor’s degree from an accredited college or university, with a major or minor in religious education or a major in either education, theology, or religion, or
  - (2) A Master of Religious Education degree or its equivalent from an accredited graduate school.
- h. DRE applicants must have two (2) years of practical experience as a DRE or assistant DRE, or have served in a comparable position for two (2) years.

#### **5–3. Civilian contract clergy**

- a. The services of civilian clergy may be contracted on an exception to policy basis when the Army is unable to provide a military chaplain, DOD civilian, or volunteer to meet the religious needs of soldiers and their family members. Exceptions must be approved by the MACOM chaplain (see chapters 13 and 14).
- b. The services of civilian clergy may be procured by means of a nonpersonal services (NPS) contract with a recognized religious organization.
- c. Civilian contract clergy will not function as a military chaplain, wear a military uniform, or be assigned

responsibilities as a staff officer. Their duties will be solely to provide specific and essential religious services to a distinctive faith group in the absence of a military chaplain according to the terms of the contract.

*d.* RC chaplains serving under contract as civilian clergy will not wear the military uniform nor be awarded retirement points for providing services under the contract.

*e.* Civilian contract clergy will only perform services IAW the contract statement of work.

*f.* Civilian contract clergy may receive offerings at services they conduct, with the funds being handled IAW chapter 14 of this regulation.

*g.* Civilian contract clergy must be fully ordained or accredited by a religious organization recognized by the AFCEB before the start of the contract (DODD 5120.8).

*h.* Leaders for workshops, conferences, seminars, retreats, preaching missions, religious programs, musicians, and other resource personnel engaged on a one-time basis may be contracted with appropriated funds (APF). Contract rate will be determined locally.

*i.* Parish coordinators and/or parish visitors and youth workers are to be contracted as an exception to policy by means of a NPS contract with an individual or organization. Approval by the MACOM Staff Chaplain is required.

#### **5-4. Contracting religious education personnel other than DREs**

Contracting of religious education specialists other than DREs must be approved as an exception to policy by the MACOM Staff Chaplain and meet the following criteria:

*a.* A religious program need must be demonstrated.

*b.* No active duty nor RC chaplain of any service is available to perform the function.

*c.* The contract must be temporary to meet a requirement beyond the current manning level.

*d.* The contract must be written and administered as a NPS contract in compliance with the Federal Acquisition Regulation (FAR), Part 37.

*e.* The individual will be paid only on per service basis according to the contract statement of work.

#### **5-5. Distinctive faith group leaders**

*a.* Distinctive faith group leaders may provide ministry on an exception to policy basis when military chaplains are not available to meet the faith group coverage requirements of soldiers and their families.

*b.* Distinctive faith group leaders—

(1) Are normally volunteers.

(2) Do not function as military chaplains.

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

(4) May receive offerings at services they conduct with the funds being handled IAW chapter 14 of this regulation.

(5) Will receive no payment for their services, travel, or other expenses from APF (unless under contract). Military members will not be paid. However, if these leaders are nonmilitary full-time ordained clergy, they may be contracted. Pay rates will not exceed the contract prices for civilian clergy contracted with APF.

(6) Will not perform collective Protestant services.

*c.* Distinctive faith group leaders seeking to provide religious services in chapel or unit facilities must submit an application (to be resubmitted for approval upon change of sponsoring chaplain) to the local installation chaplain for approval. The prospective leader must—

(1) Be approved by a religious organization recognized by the AFCEB or recognized as a tax-exempt religious organization by the Internal Revenue Service (IRS). In the latter case, the prospective distinctive faith group leader shall submit a letter of approval by an authorized leader of the distinctive faith group with a full description of the group. This will include its origin, the length of time it has existed, and the number of members of the parent faith group.

(2) Establish the need for the requested distinctive faith group service.

(3) Provide a list of those persons requesting the service.

(4) Provide an explanation of why the service cannot be conducted by a military chaplain.

(5) Provide reasons why the local chaplain-led services cannot meet the specific theological/denominational requirements of the group.

(6) Establish with the installation chaplain that the proposed distinctive faith group leader is qualified for the position.

*d.* Distinctive faith group leaders will not conduct services before approval by the MACOM/STAR/USARC MSC Staff Chaplain.

#### **5-6. Volunteer workers**

*a.* Military personnel, their families, and authorized civilian employees may serve as volunteer workers in religious activities. Volunteers from outside the military community must be approved by the command and will perform their functions under the direction of the senior chaplain.

*b.* UMTs will provide training opportunities to help volunteers develop their religious knowledge, education, administrative, and other skills.

*c.* Volunteers in religious activities are not subject to classification by the Office of Personnel Management (OPM).

### **5-7. Infant watch-care**

*a.* Religious education may be provided for children at chapel facilities. Parents are not required to be on site during religious education classes for children 18 months and older.

*b.* Infant watch-care is specifically designed as a short-term service for children under 18 months of age whose parent or guardian is participating in a chapel activity within the same facility or complex.

*c.* Child Development Services (CDS) may be used to supplement existing infant watch-care capacity. Payments for such services may be made from Chaplains' Fund.

*d.* CDS will not be utilized to provide child care services in chapel facilities.

*e.* Employees of CDS will not be used in their CDS employment capacity to provide religious education or infant watch-care under the jurisdiction of the chaplain. This does not preclude CDS employees from contracting with the chaplaincy as individuals during off-duty time.

*f.* Army Regulation 608-10, Child Development Services, does not apply to care given to children in chapel settings, with the exception of required CDS adult and child ratios.

*g.* Chaplains will ensure that contracted and specified volunteer positions, as determined by the commander, receive background checks IAW DODI 1402.5.

*h.* Chaplains will provide appropriate oversight of contractors and supervision of specified volunteers.

## **Chapter 6 Chaplain Recruitment and Accessioning**

### **Section I General**

#### **6-1. Purpose**

The CCH procures qualified chaplains for the Active Army, ARNGUS, and USAR by means of the CCH Recruitment Program. This chapter outlines the responsibilities and policies for the management and implementation of this program.

#### **6-1A. (Title not used.)**

(Paragraph not used.)

### **Section II Responsibilities**

#### **6-2. Chief of Chaplains**

The Chief of Chaplains (CCH) will—

*a.* Determine faith, gender, and ethnic group missions for the chaplaincy IAW AR 135-100 and DODD 1304.19.

*b.* Determine the annual Active Army direct accession requirements for the chaplaincy.

*c.* Provide guidance on chaplaincy requirements to the Chief, NGB.

*d.* Coordinate annual USAR direct accession and chaplain candidate missions with the CAR.

*e.* Coordinate USAR mission changes with the CAR.

*f.* Coordinate annual board schedule and board membership nominations with DA Secretariat, AHRC.

*g.* Coordinate draft Memorandum of Instruction with DCS, G-1 regarding chaplain board member composition.

*h.* Prepare orders for regulatory and advisory board members.

*i.* Convene and serve as approving authority for all chaplain accession boards.

*j.* Provide Military Interdepartmental Purchasing Requests to USAREC supporting Chaplain Corps advertising.

*k.* Support USAREC requests for funding or recruiting incentives through Army or legislative channels.

*l.* Provide Active Component chaplain recruiter(s), not to exceed 20 percent of the total number of chaplain recruiters, to USAREC to recruit chaplains and chaplain candidates for the USAR chaplaincy.

*m.* Coordinate with the CAR to ensure proper number of Active Guard/Reserve (AGR) authorizations and personnel are provided to USAREC to accomplish the determined USAR chaplain and chaplain candidate missions.

*n.* Coordinate with the Full Time Support Management Center to assign chaplains to USAREC to fill 100 percent of the AGR chaplain recruiter authorizations.

- o.* Serve as technical advisor on all Chaplain Corps advertising issues.

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

The Deputy Chief of Staff, G-1 (DCS, G-1) will—

- a.* Coordinate annual USAR chaplain officer direct accession and chaplain candidate missions, and any mission changes, with the CAR, CCH, and Commanding General, USAREC.
- b.* Assign the USAR chaplain office direct accession and chaplain candidate missions to Commanding General, USAREC.
- c.* Provide a point of contact to coordinate chaplain recruiting issues.
- d.* Determine funding and personnel requirements needed to support the chaplain and chaplain candidate recruiting missions with input from CAR, CCH, and USAREC.
- e.* Serve as approving authority for Chaplain Corps advertising.

### **6-4. Chief, National Guard Bureau**

The Chief, National Guard Bureau (NGB) will—

- a.* Administer and manage the CCH Recruitment Program within the ARNGUS.
- b.* Budget for and fund ARNGUS participation in the CCH Recruitment Program.
- c.* Award retirement point credit to ARNGUS chaplains for their participation in chaplain recruiting.

### **6-5. Chief, Army Reserve**

The Chief, Army Reserve will—

- a.* Coordinate with the CCH to determine faith, gender, and ethnic group requirements before determining the recruiting missions.
- b.* Determine the annual USAR direct accession and chaplain candidate requirements for the Chaplain Corps.
- c.* Submit recruiting mission requirements to DCS, G-1.
- d.* Coordinate recruiting mission changes with DCS, G-1.
- e.* Provide funding to USAREC to support the USAR chaplain and chaplain candidate recruiting missions in the Program Objective Memorandum (POM).
- f.* Award retirement point credit to USAR chaplains for their participation in chaplain recruiting.
- g.* Provide AGR chaplain, AGR enlisted, and civilian authorizations and personnel to USAREC to support the USAR chaplain and chaplain candidate recruitment mission.

### **6-6. Commander, United States Army Recruiting Command**

The Commander, United States Army Recruiting Command (USAREC) will—

- a.* Have coordination responsibility with DCS, G-1, OCAR, and CCH regarding USAR chaplain recruitment policy.
- b.* Have responsibility for recruiting interservice and intraservice branch transfers and reappointments for the USAR.
- c.* Negotiate the annual USAR chaplain and chaplain candidate recruiting missions through DCS, G-1.
- d.* Accept the USAR chaplain and chaplain candidate recruitment missions from DCS, G-1.
- e.* Program and budget the funds provided by CAR in support of the USAR chaplain and chaplain candidate recruiting missions.
- f.* Perform the following functions in support of personnel and manpower needs:
  - (1) Analyze and recommend to DCS, G-1 and CAR the personnel requirements for the determined annual USAR chaplain and chaplain candidate missions.
  - (2) Coordinate manpower changes affecting the chaplain and chaplain candidate recruiting mission with CCH and CAR.
- g.* Provide the logistic support needed to accomplish the mission.
- h.* Provide national advertising in support of the Chaplain Corps mission.

### **6-7. Forces Command Staff Chaplain**

The Forces Command (FORSCOM) Staff Chaplain will provide support and assist installations, USARC, and STARCs in implementing the CCH Recruitment Program within their respective commands.

### **6-8. Major Army Command Staff Chaplain**

The Major Army Command (MACOM) Staff Chaplains' with elements located within the territorial United States will—

- a.* Manage the CCH Recruitment Program within the MACOM.
- b.* Provide for annual chaplain recruitment training to chaplains' and chaplain assistants within the MACOM.
- c.* Ensure budget manpower guidance to implement CCH Recruitment Program within the MACOM.

### **6-9. United States Army Reserve Command Staff Chaplain**

The United States Army Reserve Command (USARC) Staff Chaplain will—

- a.* Manage the CCH Recruitment Program within the USARC and coordinate with USAREC during implementation.
- b.* Provide for annual chaplain recruitment training to chaplains' and chaplain assistants within the USARC.
- c.* Ensure budget manpower guidance to implement CCH Recruitment Program within the USARC.
- d.* Coordinate the awarding of retirement point credit for chaplain recruiting.

### **6-10. Army Reserve Personnel Command Staff Chaplain**

The Commander, U.S. Army Reserve Personnel Command (AR-PERSCOM) staff chaplain will—

- a.* Provide annually the names, addresses, phone numbers, and schools of the USAR chaplain candidates to USAREC.
- b.* Coordinate the awarding of retirement point credit for chaplain recruiting.

### **6-11. Installation Staff Chaplain**

The Installation staff chaplain will—

- a.* Implement, under the direction of the MACOM Staff Chaplain, the CCH Recruitment Program at his or her installation.
- b.* Supervise and coordinate postwide chaplain participation in the CCH Recruitment Program.
- c.* Ensure chaplains' and chaplain assistants receive chaplain recruitment training annually.
- d.* Appoint a chaplain as a point of contact for coordinating chaplain recruiting activities with the MACOM and USAREC.
- e.* Budget for installation activities in support of the CCH Recruitment Program.
- f.* Participate in the recruiting of clergy and seminarians for the Chaplaincy and Chaplain Candidate Program.
- g.* Support the Recruiter Extender and Chaplain Applicant Sponsorship Programs.
- h.* Counsel each assigned chaplain and chaplain assistant who honorably separates from active duty concerning the potential of continuing service in the ARNGUS or USAR.
- i.* Maintain and disseminate chaplain recruiting materials and information.

### **6-12. State Area Command Staff Chaplain**

The State Area Command (STARC) staff chaplain will—

- a.* Implement, under the direction of the Chief, NGB, the CCH Recruitment Program within the STARC.
- b.* Recruit clergy and seminarians for the ARNGUS chaplain and Chaplain Candidate Programs.
- c.* Supervise recruiting activities of subordinate command chaplains.
- d.* Ensure chaplains' and chaplain assistants within the STARC receive chaplain recruitment training annually.
- e.* Budget for activities in support of the CCH Recruitment Program.
- f.* Coordinate retirement point credit for recruiting activities.

### **6-13. The USARC Major Subordinate Command Staff Chaplain**

The USARC Major Subordinate Command (MSC) staff chaplain will—

- a.* Implement, under the direction of the USARC staff chaplain, the CCH Recruitment Program within the MSC.
- b.* Supervise recruiting activities of subordinate command chaplains.
- c.* Ensure chaplains' and chaplain assistants within the MSC receive chaplain recruitment training annually.
- d.* Budget for activities in support of the CCH Recruitment Program.
- e.* Participate in the recruiting of clergy and seminarians for the Chaplaincy and USAR Chaplain Candidate Program.
- f.* Support the Recruiter Extender and Chaplain Applicant Sponsorship Programs.
- g.* Coordinate retirement point credit for recruiting activities with AR-PERSCOM.

## **Chapter 7 Chaplain Candidate Program**

### **7-1. Purpose**

The Chaplain Candidate Program is another means by which the CCH procures qualified chaplains for the Active Army, ARNGUS, and USAR. The program provides basic orientation and introduction to the duties and responsibilities of an Army chaplain. It also provides practical training experiences on installations, specialized military settings, and/or unit training, and evaluates the suitability of the candidate for commissioning as an Army chaplain.

## **7-2. Responsibilities**

- a.* The CCH is the proponent for the Chaplain Candidate Program.
- b.* The CAR, will budget and fund the USAR Chaplain Candidate Program.
- c.* The Commander, AHRC administers and manages the USAR Chaplain Candidate Program. The AHRC Staff Chaplain is responsible for the full implementation of the USAR Chaplain Candidate Program.
- d.* The Chief, NGB, will—
  - (1) Administer and manage the Chaplain Candidate Program within the ARNGUS.
  - (2) Budget and fund the ARNGUS Chaplain Candidate Program.
- e.* The Commandant, USACHCS, will analyze, design, develop (implement and evaluate as appropriate) chaplain candidate training and training materials.
- f.* MACOM commanders will ensure training resources and professional training for chaplain candidates attached to their installations.
- g.* The Installation staff chaplain will—
  - (1) Ensure that practicum training for chaplain candidates is under direct supervision of the Installation Chaplain or designated training supervisor.
  - (2) Ensure that the designated training supervisor evaluates the chaplain candidates performance on DA Form 1059 (Service School Academic Evaluation Report). Chaplain candidates will not receive Officer Evaluation Reports (OER).
  - (3) Supply a training synopsis to the candidate manager at AHRC.

## **7-3. Appointment guidance and procedures**

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

## **7-4. Educational and ecclesiastical requirements**

Educational qualifications for appointment as an Army chaplain candidate are a baccalaureate degree of not less than 120 semester hours from a college that is listed in the U.S. Department of Education, Directory of Postsecondary Institutions, or from a school whose credits are accepted for transfer by a college listed therein, and either:

- a.* Enrollment as a full-time student in theology or related subjects for the next entering class of a graduate school listed as accredited in the U.S. Department of Education, Directory of Postsecondary Institutions, or of an accredited member school of the Association of Theological Schools in the United States and Canada or:
- b.* Graduation from an above accredited school and engaged in fulfilling ecclesiastical experience requirements.
- c.* For either option, ecclesiastical approval from a recognized ecclesiastical endorsing agent is required.

## **7-5. Status, assignments and uniform wear**

- a.* Chaplain candidates are in an educational delay status while attending seminary or meeting the denominational requirements for ordination and ecclesiastical endorsement.
- b.* ARNGUS chaplain candidates will be assigned to the STARC headquarters and headquarters detachment. They will be attached to a unit no lower than battalion level for training. Attachment will be only to a unit with an assigned chaplain who will provide direct supervision. The chaplain candidate will be required to attend regularly scheduled drills with a designated unit for both pay and participation point credit and to participate in active training (AT) IAW with National Guard Regulation (NGR) 350-1.
- c.* USAR chaplain candidates will be assigned to AHRC, Control Group. They may be attached for participation points only to a troop program unit (TPU) for training purposes and earn participation points during the attachment. The TPU must have an assigned chaplain who will supervise the training of the chaplain candidate.
- d.* All chaplain candidate assignments and attachments are strictly for training purposes. Under no circumstances will chaplain candidates replace assigned chaplains or fill chaplain vacancies. Chaplain candidates are students and will only perform those duties or tasks that are appropriate to the candidate's level of training and for which the candidate is properly credentialed by his or her faith group.
- e.* Chaplain candidates will wear Staff Specialist Branch insignia. Wearing of the cross, tablets, crescent or dharma cakra as branch insignia is prohibited.
- f.* Chaplain candidates will be addressed by their rank.
- g.* Chaplain candidates are not mobilization assets.

## **7-6. Training implementation**

- a.* Chaplain candidates may remain in the Chaplain Candidate Program for a maximum of 6 years. However, chaplain candidates will not be retained in the program for more than 3 years after graduation from seminary.
- b.* Chaplain candidates are required to complete the resident Chaplain Officer Basic Course (CHOBC) at USACHCS within 24 months of appointment.
- c.* Additional training opportunities available on a voluntary basis to chaplain candidates include:

- (1) Resident and/or correspondence participation in the CHOBC.
- (2) Practicum experiences of not less than 12 days and not more than 45 days per year in an active duty training (ADT) status at selected installations. Practicum experiences include unit, installation, hospital, and confinement ministries.
- (3) Chaplain Self-Improvement Reading Program available from USACHCS.
- d. USAR chaplain candidates may attend other training activities on Army installations in inactive duty training (IDT) status for participation points only.
- e. ARNGUS chaplain candidates may attend STARC training schools for pay and/or participation points, not to exceed five (5) days per year.
- f. Chaplain candidates will assess the training received during practicum training experiences when he or she fills out the End of Tour Questionnaire.

## **Chapter 8**

### **Chaplain Personnel Management**

#### **8-1. Guidance and instructions**

All instructions, information, and further guidance regarding chaplain personnel management can be found in DA Pam 165-17.

#### **8-2. Appointment as chaplain**

- a. Professionally qualified clergy are appointed as chaplains to provide for the free exercise of religion for Army personnel through the Commander's CMRP. Chaplains normally enter the active duty Army as members of either the USAR or ARNG. Chaplains appointed must meet the requirements of their ecclesiastical endorsing agent, DODD 1304.19, AR 135-100, and this regulation. Upon appointment, chaplains represent their distinctive faith group and serve as commissioned officers in the United States Army.
- b. Educational requirements for appointment as an Army chaplain are established by DODD 1304.19.
- c. For active duty service, clergy must have a minimum of 2 years full time professional experience after completing the educational requirements. This professional experience must be certified by his or her endorsing agent.
- d. The CCH may grant age waivers to balance the composition of the Chaplain Corps and to support special needs of the Army.
- e. Seminarians in their senior year may apply for USAR appointment up to 180 days before graduation.
- f. All applications for chaplain appointments are managed by Office, Chief of Chaplains (OCCH), ATTN: DACH-PER, 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

#### **8-3. Appointments from reserve, active duty, or prior service personnel**

- a. Chaplain candidates (Staff Specialist Branch), active duty or reserve officers in other branches, or prior service personnel must apply for appointment to the Chaplain Corps. AHRC will process and forward to AHRC all appointment applications recommended by the DA Accessions Board and approved by the CCH.
- b. ARNGUS and USAR chaplains applying for active duty must process their application through command channels (USAR through either USARC or AHRC as appropriate, ARNGUS through their STARC and NGB).

#### **8-4. Entry on Active Duty (EAD)**

- a. Chaplains accessioned to active duty will not be awarded more than 3 years date of rank upon inclusion on the active duty list.
- b. Chaplains will be given a year group designation for branch comparison to Officer Personnel Management Directorate (OPMD) managed officers. Applicability of chaplain personnel management procedures and policies is determined by position on the active duty list, rather than year group.

#### **8-5. Career status**

a. *Conditional Voluntary Indefinite (CVI) status.* Chaplains may apply for CVI after 24 months of active federal commissioned service and as announced by official message. The CCH is both the convening and approving authority for CVI selection board results. Address CVI requests to OCCH, ATTN: DACH-PER, 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

(1) If chaplains do not want to be considered for CVI status, they must send a memo of declination to OCCH, ATTN: DACH-PER, 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

(2) Short Term Extension (STE) of Obligated Volunteer (OBV) status. Chaplains who do not apply for CVI status may request of DACH, a STE, 36 months or less, of their three (3) year OBV tour. These requests must be endorsed by the unit commander, the supervisory chaplain, installation chaplain, and MACOM chaplain.



*b. Voluntary Indefinite (VI) status.* Chaplains may apply for VI status after 60 months of active federal commissioned service and as announced by official message. The CCH is both the convening and approving authority for VI selection board results. Address VI requests to OCCH, ATTN: DACH-PER, 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907. If chaplains do not want to be considered for VI status, they must send a memo of declination to OCCH, ATTN: DACH-PER.

*c. Regular Army (RA) status.* The CCH offers chaplains accessioned to active duty as company grade officer's integration into RA at the time of promotion to major. In accordance with Defense Officer Personnel Management Act (DOPMA), any chaplain who is accessioned on active duty as a field grade officer will be granted RA status only after the CCH convenes a board to consider his or her request for integration into the RA (AR 601-100).

(1) Chaplains declining RA status must be released from the AC into the RC not later than 90 days from the effective date of promotion to major.

(2) The CCH will annually convene an RA Board to review applications from AC field grade chaplains who have at least five (5) years of continuous active duty service since their most recent EAD, or AC field grade chaplains with Mandatory Release/Retirement Date for age or length of service within two (2) years.

(3) Chaplains are required to have a new ecclesiastical endorsement to receive an RA appointment. The chaplain's endorsing agent must send the endorsement directly to OCCH, ATTN: DACH-PER, 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907.

(4) Chaplains are required to send in a new DA Form 71 Oath of Office-Military Personnel, to OCCH, ATTN: DACH-PER, 2511 Jefferson Davis Highway, Room 12500, Arlington, VA 22202-3907. The DA Form should be sent immediately following the promotion date and reception of RA Integration Orders.

*d. Endorsing agent.* The endorsing agent of USAR chaplains on active duty must submit to AHRC, ATTN: ARPC-OPA, 9700 Page Blvd, St. Louis, MO 63132-5200, a new DD Form 2088, (Ecclesiastical Endorsement Agent Certification), at the completion of the first three (3) years of chaplain service (OBV) and prior to being considered for promotion to the rank of major, lieutenant colonel or colonel. If the new endorsement is not received at the time the board convenes, the chaplain's file will not be reviewed by that board, and the chaplain will be considered for elimination under the provisions of AR 135-175 and the Reserve Officer Personnel Management Act (ROPMA). If the chaplain is not selected the first time he or she is considered, a new endorsement is not required for subsequent promotion boards, which consider the chaplain for promotion to the next higher rank.

## **8-6. Professional development**

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

*a.* Chaplain professional development is a progressive process of training and educating chaplains and is designed to enhance their professional, clinical, and personal skills and to equip them for chaplain leadership assignments. It also strengthens the personal attributes and technical capabilities essential for performing or providing effective ministry in the Army.

*b.* The Army Chaplain Life Cycle Model is established to develop the professional attributes and technical capabilities necessary for chaplains to meet the current and projected religious support needs of the United States Army. It includes institutional training, planned schooling, progressive assignments, and self-development. The goals are combat readiness, peacetime mission accomplishment, development of senior leadership of the branch and the management of ministry.

*c.* Chaplains are eligible for assignments based on grade and Military Education Levels (MEL).

*d.* OCCH, DACH-PPDT, determines branch training requirements.

*e.* OCCH, DACH-PER:

(1) Manages Army Educational Requirements System.

(2) Determines the required length of initial utilization tours and ADSO following intermediate school completion.

(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 (SI).

(6) Assigns the required ADSO initial utilization tour for each resident AERS School graduates and determines utilization tours, as necessary.

*f. (Rescinded.)*

*g.* ARNGUS and USAR chaplains are managed through their respective command channels.

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

*a.* The CCH is responsible for the assignment and reassignment of active duty chaplains. The CCH establishes the Chaplain Personnel Distribution. The CCH assigns and manages chaplain personnel through the MACOM Staff Chaplain to the Installation Staff Chaplain and through appropriate command channels. The CCH assignment priority is IAW AR 10-5.

- b. For 0–6 chaplain positions, the CCH nominates a candidate to the appropriate commander.
- c. For selected 0–5 chaplain positions, the CCH will nominate a candidate to the appropriate commander or MACOM chaplain.
- d. DACH–PER manages policy for all personnel actions.
- e. DACH–PER executes all active duty assignments.
- f. MACOM Staff Chaplains are responsible for MACOM chaplain fill strategies. MACOM Staff Chaplains determine assignment priorities by grade, denomination, education and experience. DACH–PER identifies personnel to match the requirements of the command or unit. Installation chaplains determine utilization of incoming chaplains in coordination with MACOM.
- g. RC chaplain assignments are managed by AHRC, USARC, USARC MSC, and STARC chaplains who fulfil the following responsibilities:
  - (1) USARC MSC chaplains are responsible for chaplain fill strategies and determining utilization of incoming TPU chaplains in collaboration with USARC and AHRC.
  - (2) The AR–PERSCOM staff chaplain is responsible for assigning IRR and IMA chaplains.
  - (3) STARC chaplains are responsible for assigning ARNGUS chaplains.
  - (4) MACOM, USARC MSC, AHRC, and STARC chaplains determine chaplain assignment priorities by grade, denomination, education, and experience. When vacancies occur, AHRC identifies personnel to match the requirements.

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

- a. Chaplains may be released from obligated and non-obligated periods of service upon personal request or involuntarily when personal circumstances or needs of the service dictate. Chaplains who have incurred an active duty service obligation (ADSO) as a result of participation in the Chaplain Advanced Education Degree Program or Clinical Pastoral Education training, must either complete the ADSO prior to separation or repay the U.S. Government for the cost of the education.
- b. The CCH will make maximum use of voluntary release programs to minimize involuntary separations.
- c. The CCH will establish branch eligibility criteria for participation in voluntary separation incentive programs.

### **8–9. Loss/change of endorsement**

- a. Professional duties suspended. Upon the loss of a chaplain’s ecclesiastical endorsement, the supervisory chaplain will immediately advise the command and suspend the chaplain from performing all religious rites, ceremonies and services. Under no circumstances will the chaplain perform any religious ministries without a valid ecclesiastical endorsement.
  - (1) The CCH will inform a chaplain in writing that his or her endorsing agency has withdrawn his or her endorsement and offer options detailed in AR 600–8–24, and DODD 1332.31.
  - (2) Chaplains who lose their ecclesiastical endorsement may apply for an appointment in a branch for which they are otherwise qualified; apply for voluntary retirement if eligible; or submit a voluntary resignation.
  - (3) If a former chaplain is granted an appointment in another branch, the officer will not wear the Chaplain Branch insignia or be assigned to a chaplain position.
- b. Chaplains desiring to change ecclesiastical endorsement must coordinate the change with their losing ecclesiastical body, their gaining ecclesiastical body, and with DACH–PER. The chaplain is responsible for ensuring that the new ecclesiastical endorsement is provided to DACH–PER before the withdrawal of the old endorsement to avoid a period of nonendorsement. When a chaplain has no endorsement, the chaplain will cease all chaplain functions.
- c. When a chaplain changes endorsing agent, the CCH will convene a board to review the circumstances and recommend to the CCH whether to accept the new endorsement.
- d. Involuntary discharge of officers appointed as RC chaplains who have 3 years of commissioned service will be accomplished only on the approved recommendation of a board of appointed officers (see AR 135–175). Pending the results of the board, the officers’ record will be flagged by the AHRC staff chaplain and the chaplain will not perform any duty as a chaplain while waiting for the results of the board action.

### **8–10. Adverse personnel actions**

- a. Upon notification of pending or probable adverse action to be taken by a commander against a chaplain, the Installation or Area Support Group Chaplains will—
  - (1) Immediately inform the Executive Officer, OCCH.
  - (2) Direct the chaplain concerned to contact his or her ecclesiastical endorsing agent and notify the MACOM staff chaplain when that action is complete.
  - (3) Inform the MACOM staff chaplain. The MACOM staff chaplain will inform the Executive Officer, OCCH, when action in paragraph (2) above has been completed.

*b.* No chaplain will contact the ecclesiastical endorsing agent of any other chaplain in regard to pending or probable adverse personnel actions, without the written authorization of the CCH or his designee.

*c.* Upon receipt of an Article 15 or Memorandum of Reprimand which has been directed for filing in a chaplain's Official Military Personnel File (OMPF), the Director of Officer Personnel Management, AHRC, will determine whether a Show Cause or Grade Determination Review Board is appropriate.

*d.* Upon notification of pending or probable adverse action to be taken by a commander against an ARNGUS or USAR chaplain the NGB, AHRC or USARC staff chaplain will be immediately informed.

### **8–11. Chief of Chaplains prerogatives**

As the Army's senior chaplain, the CCH reserves the right to discuss the health, welfare, and behavior of all chaplains with their respective endorsing agents. A trust relationship exists between the chaplain branch and religious denominations that requires an exchange of information that ensures the well-being of chaplains and the soldiers they serve. In the case of an unqualified resignation, or a resignation for the good of the service, especially when the resignation involves allegations or formal investigations, full information cannot be provided to denominational representatives because of the Privacy Act and due process concerns. However, the CCH may contact the chaplain's endorsing agent to enable the endorser to appropriately respond to the needs of its clergy and make wise and informed decisions.

## **Chapter 9**

### **Chaplain and Chaplain Assistant Mobilization and Readiness**

#### **9–1. General**

*a.* Chaplains and chaplain assistants will be ready, trained and equipped to respond to peacetime and wartime contingencies. Unless stated otherwise, the term mobilization will refer to the total mobilization process of mobilizing, deploying, redeploying, and demobilizing.

*b.* During mobilization, the CCH manages chaplain assets through a decentralized process that allows quick response to contingency requirements. Although chaplain assistant assets are managed through appropriate personnel commands, Army doctrine requires that UMT integrity be maintained whenever possible, throughout the mobilization process.

*c.* Additional mobilization/contingency guidance is outlined in the chaplain annexes of the Army Mobilization and Operations Planning and Execution System (AMOPES), FORSCOM Mobilization, Deployment and Execution System (FORMDEPS), and other MACOM, installation and unit mobilization and contingency plans. In the event of a mobilization, DACH-PPDT will provide MACOMs with additional guidance regarding the deployment of active duty and the mobilization and deployment of RC chaplains.

#### **9–2. Responsibilities**

*a.* The CCH responsibilities are listed in paragraph 1–4.

*b.* The CCH Mobilizing the Force Committee will review and identify UMT mobilization and operation issues and make formal recommendations to the CCH for changes in policy and guidance.

*c.* MACOM staff chaplains will ensure that installations have viable UMT mobilization/contingency plans and SOPs.

*d.* The FORSCOM staff chaplain is the staff proponent responsible for training and preparing UMTs for mobilization and has overall responsibility for mobilization operations for UMTs. This responsibility includes—

(1) Conducting mobilization training for UMT Mobilization planners.

(2) Maintaining the FORSCOM UMT Mobilization System Planbooks in coordination with the CONUSAs.

*e.* USARPAC staff chaplain has staff mobilization responsibilities for operations in the Pacific.

*f.* USAREUR, Eighth United States Army (EUSA), and USARSO staff chaplains are responsible for the management of UMTs assigned to their commands during mobilization.

*g.* MEDCOM staff chaplain is responsible for the management of UMTs assigned to MEDCOM treatment facilities during mobilization.

*h.* USASOC staff chaplain is responsible for the management of all UMTs assigned to USASOC during mobilization.

*i.* AHRC staff chaplain will manage the activation of IMA, IRR and retired chaplains and chaplain assistants.

*j.* USARC MSC staff chaplain will manage the activation of USAR TPU.

*k.* TRADOC staff chaplain is responsible for filling chaplain positions in CONUS Replacement Centers and management of UMTs assigned to TRADOC during mobilization.

*l.* CONUSA staff chaplains will—

(1) Coordinate the mobilization of RC chaplains and chaplain assistants between STARC/USARC MSC staff chaplains and the FORSCOM staff chaplain.

- (2) Coordinate mobilization training between Installation Chaplains and RC chaplains.
- (3) Inspect tri-ennial the UMT Mobilization Planbook at every mobilization station within their area of responsibility.
  - m.* Installation staff chaplains will—
    - (1) Develop and maintain the UMT Mobilization Planbook.
    - (2) Ensure that the UMT MOBTDA meets mission requirements.
    - (3) Identify, prioritize, fill and train chaplain and chaplain assistant IMAs.
    - (4) During mobilization, maintain readiness data on all chaplains and chaplain assistants mobilizing and/or deploying from the installation.
    - (5) Provide MACOMs with daily personnel reports and other data required by OCCH.
    - (6) Provide religious support to authorized personnel.

### **9-3. Guidance**

- a.* All chaplains must complete the CHOBC prior to deployment overseas.
- b.* RC chaplains must be ecclesiastically endorsed to mobilize as a chaplain.
- c.* Retired chaplains must be ecclesiastically endorsed prior to recall to extended active duty as chaplains.
- d.* Request for additional chaplains to meet shortfall requirements must be submitted through staff channels, with a copy sent directly to DACH-PER.
- e.* The redistribution/cross-leveling of chaplains and chaplain assistants (S1/G1 coordination) is authorized by MACOM, USARC, CONUSA, STARC, USARC MSC, and Installation staff chaplains on an “as needed” basis, with unit integrity maintained when possible. USASOC and MEDCOM UMTs will not be used for redistribution/cross-leveling.
- f.* The CCH priorities for redistributing/cross-leveling chaplain and chaplain assistants are:
  - (1) Deploying units with authorized UMT spaces and CONUS Replacement Centers (CRC).
  - (2) Installations that have deployed their TOE UMTs and have a large concentration of family members.
  - (3) Training centers.
  - (4) Other requirements.
- g.* Funding guidance is provided in Chapter 12.
- h.* All MACOMs, UMT mobilization planners, Corps and Installation staff chaplains, and UMT Noncommissioned Officers in Charge (NCOIC) will actively participate in Army mobilization exercises.

## **Chapter 10 Chaplain and Chaplain Assistant Training**

### **10-1. General**

Branch specific and appropriate professional training provide the skills and knowledge enabling chaplains and chaplain assistants to provide religious support and perform staff functions.

### **10-2. Responsibilities**

- a.* Responsibilities of the CCH, the Commandant, USACHCS, and MACOM Chaplains are detailed in Chapter 1.
- b.* The Commander, MEDCOM, will—
  - (1) Provide short-course hospital ministry training for chaplains and chaplain assistants.
  - (2) Provide facilities at selected Army medical centers for the conduct of Clinical Pastoral Education (CPE) training.
- c.* Commanders at battalion level and above will—
  - (1) Establish the METL, which is the basis for UMT training.
  - (2) Provide resources to support UMT training.
  - (3) Ensure that chaplains and chaplain assistants receive training IAW with the Army Training Plan, TRADOC policies, TRADOC policies and directives, and CCH training strategy.
  - (4) Identify and evaluate UMT training needs and effectiveness, using the Individual Training and Education Program and the Army Readiness and Training Evaluation Program.
- d.* Senior staff chaplains at installations/STARC/USARC MSC and above will—
  - (1) Allocate resources.
  - (2) Establish a chaplain and chaplain assistant training council, where appropriate, to assist in developing a training plan.
  - (3) Develop a comprehensive UMT training plan.
  - (4) Designate a chaplain as the UMT Training Manager to implement the training plan.

- (5) Conduct UMT sustainment training.
- (6) Include chaplain officer basic sustainment training in the training plan and evaluate the quality of chaplain performance of sustainment training tasks.
- (7) Notify, through staff supervisory channels, the CCH, USACHCS and appropriate MACOMs when chaplain sustainment training is completed.
- (8) Afford RC chaplains an opportunity for at least 1 to 2 weeks of professional training each year, subject to availability of OCAR funds. RC UMTs will be provided annual professional development schools lasting 3 to 5 days.
  - e.* Training managers will—
    - (1) Implement sustainment training at their duty assignment.
    - (2) Coordinate with and serve as a resource person for the commander and supervisory chaplains in conducting training.
    - (3) Ensure that training is conducted by qualified personnel.
    - (4) Plan, manage, coordinate, and identify resource requirements for professional development opportunities IAW the training plan.
    - (5) Integrate Reserve Component/Active Component (RC/AC) and combined Service sustainment training.
    - (6) Maintain DA Form 5505 (Chaplain/Chaplain Assistant Training Record).
  - f.* Supervisory UMTs will guide the professional development and training of subordinate chaplains and chaplain assistants, and serve as trainers for subordinate UMTs.

### **10-3. Chaplain training**

- a.* Army chaplain training provides for institutional training and decentralized mission training, education, and professional development from entry into the military until retirement. The major categories in this educational and training process are as follows:
  - (1) CHOBC Phases 1 and 2.
  - (2) Sustainment Training CHOBC Phase 3.
  - (3) Chaplain Career Course.
    - (a)* Branch Phase.
    - (b)* Staff Process Phase.
  - (4) Division Chaplains' Course.
  - (5) Installation Chaplains' Course.
  - (6) Chaplains' Fund Clerk Course.
  - (7) Chaplaincy Resources Management Course.
  - (8) Chaplain Functional and Senior Supervisory Training.
  - (9) Command and General Staff Officers Course or U.S. Army School of Americas.
  - (10) Senior Service College.
- b.* Other mission oriented military training for chaplains consists of courses that equip chaplains to perform specific tasks and/or fill certain positions. These courses are characterized as short-term (2 to 6 weeks).

### **10-4. Chaplain Advanced Education Program**

- a.* DACH-PER is responsible for convening a Chaplain Advanced Education Program (CAEP) DA Central Regulatory Selection Board annually (see AR 621-1). This board will nominate outstanding chaplain applicants to attend CPE training and Advanced Civil School (ACS) for fully and partially funded civilian degrees at approved institutions for 1 year or up to 15 months.
  - (1) Graduates of ACS will utilize their specialized training in AERS positions such as Pastoral Counseling (Family Life), Ethics, World Religions, Educational Psychology, Business Administration/Comptrollership, Communication, Homiletics, and any other disciplines deemed necessary by the CCH.
  - (2) Twenty students are selected each year to attend CPE training. MEDCOM 1-year CPE programs will provide training that meets requirements for the 7R skill identifier. MEDCOM will provide utilization tours for graduates of both programs. RC chaplains will process and fund their CPE requests for training through local commands.
  - (3) The MEDCOM commander will determine accreditation/ certification requirements; fund established programs and accreditation/certification fees; provide supervision; and in coordination with OCCH, has the authority to appoint the MACOM staff chaplain as the Field Operating Executive Agent for CPE.
  - (4) The Supervisor-in-Training 3-year program prepares the chaplain (CPE supervisors and Family Life supervisors) for the 56D MOS.
- b.* Chaplains completing ACS, CPE, and 7R Trainer (Supervisor-In-Training) incur an ADSO for a period equal to 3 times the length of the schooling and training but not more than 3 years (computed in days IAW AR 350-100) unless sooner released or reassigned for the convenience of the U.S. Government.

## **10-5. Chaplain assistant training**

*a.* Chaplain assistants require skills in combat survival, religious support, human relations, counseling, administration, funds management, and staff level support for battalion and echelons above. Chaplain assistant training is mission directed and provides the skills and knowledge necessary to function successfully in positions requiring progressively greater responsibility. It complements chaplain training so that UMTs at all levels are equipped to accomplish the religious support mission.

*b.* Chaplain assistants are trained IAW the Army Training Plan, TRADOC policies and directives, and CCH Training Strategy. Chaplain assistant training provides for institutional training, education, and professional development from entry into the military until retirement. The major types of training for chaplain assistants are:

- (1) Initial Entry Training.
- (2) MOS 71M10 Reclassification Course.
- (3) Primary Leadership Development Course (PLDC).
- (4) Basic NCO Course (BNCOC) Active/RC.
- (5) Advanced NCO Course (ANCOC) MOS 71M40 Advanced NCO Course (RC).
- (6) Sergeant Major Course.

*c.* Explanation of the chaplain assistant courses, along with functional courses, and additional guidelines and instructions are found in DA Pam 600-25.

## **Chapter 11 Moral Leadership Training**

### **11-1. Introduction**

*a.* The Moral Leadership Training Program of the Army addresses the full spectrum of moral concerns of the profession of arms and the conduct of war. Moral leadership training focuses on those virtues and values that were present in the shaping of America and are still present in the contemporary military setting. This training recognizes the inherent dignity of all people, the value of the state, and the virtues of good citizenship.

*b.* The chaplain, as the adviser to the commander in the areas of morals and morale as affected by religion, is the principal staff officer for this program. However, the range of topics to be addressed requires that commanders consider the appropriateness of the topic in assigning the task of conducting command training classes. The program is designed to be flexible in its implementation and topic selection.

*c.* When commanders implement the training program, it becomes a command class. The training cycles, deployments, location, situation, and other missions of the unit are to be considered in selecting the moral leadership training topics. Implementing an effective program requires coordination between unit commanders, subordinate commanders, training officers, the chaplain, and instructors selected to present moral leadership classes.

### **11-2. Concept**

Moral leadership training is a commander's tool to address the moral, social, ethical, and spiritual questions that affect the climate of the command and the lives of all personnel assigned to that command. The body of military law, statutes, regulations, traditions, and customs is designed to guide the actions of soldiers and DA civilians. Military leaders and commanders at all levels are charged to uphold the law, to establish the military social climate, and to seek to promote the best alternatives of choice for their soldiers. Standards are established at every level of command. The values of loyalty, honesty, obedience, professionalism, and responsibility become part of a belief structure of individuals and of the corporate whole. Moral leadership training is designed to assist the commander in leadership tasks, which include articulating possibilities, sharing identify, and disclosing oneself for credibility.

### **11-3. Objectives**

The moral leadership training program has the following objectives:

- a.* To establish a command program of moral leadership training.
- b.* To enhance soldierly virtues and values within the members of the command.
- c.* To instill the values of responsible citizenship and service to country.
- d.* To develop section and unit cohesion by developing common moral and ethical standards.
- e.* To provide moral leadership material for the command.

### **11-4. Staff responsibility**

Moral leadership training is the commander's program for fostering and strengthening the moral leadership climate of the command.

- a.* The chaplain is the commander's staff officer responsible for conducting the moral leadership program.
- b.* The Training Officer will ensure that moral leadership classes are integrated into the unit training schedule.

c. The commander's staff will participate in planning, resourcing, and coordinating efforts to present the moral leadership instruction IAW their primary staff functional responsibility.

### **11-5. Range of topics**

Topics appropriate for moral leadership training include, but are not limited to—

- a. The moral dimensions of decision making.
- b. Personal responsibility.
- c. Personal integrity.
- d. Family relationships and responsibilities.
- e. Drug/alcohol abuse and personal morality.
- f. Trust and morality in team development.
- g. Human relationships and moral responsibility.
- h. Moral dimensions of actions in combat and crisis.
- i. America's moral/religious heritage.
- j. Safety and its moral implications.
- k. Suicide prevention training.
- l. Sexual harassment prevention training.
- m. Consideration of others.
- n. Social, organizational, and individual values.
- o. Reaction to combat-fatigue, fear, fighting, and surviving.
- p. Loss, separation, disappointment, illness, and death.
- q. AIDS, as a medical, social, and moral problem.

### **11-6. Materials**

- a. Commanders will approve subjects to be taught.
- b. Recommended training materials related to the topics (para 11-5) will be developed and distributed through chaplain technical channels by the USACSSA, under the guidance of the CCH.
- c. Preparation and use of original materials by individual chaplains, in coordination with local commanders and their staff officers, is encouraged.

### **11-7. Methods of instruction**

The training objective may be attained using a variety of instructional methods:

- a. Formal classroom training/instruction.
- b. Panel discussions/symposia.
- c. Multimedia presentations.
- d. Experiential learning groups.
- e. Self-paced training.
- f. Distance learning.

## **Chapter 12 Chaplaincy Resources Management (General)**

### **12-1. Introduction**

- a. Instructions, information, further guidance regarding chaplaincy resources management will be incorporated into a HQDA pamphlet.
- b. The CMRP is the primary process for supporting Chaplaincy programs at all levels of the Army with appropriated and nonappropriated resources.
- c. The Staff chaplain is the commander's staff officer for religious support and supervises the CMRP.
- d. Commanders may support Essential Elements of Religious Services (EERS) with appropriated resources (10 USC 3547(a)(b)).
  - (1) EERS include those concepts, functions, practices, and objects that are held or used by distinctive faiths for worship, religious education, and pastoral care.
  - (2) Appropriated funds (APF) may be used to provide the services, facilities, ecclesiastical furnishings, equipment, and supplies that are required to fulfill the EERS.
  - (3) APFs (BA1 BASEOPS at the installation level and mission funds at the unit level) are the primary source of funds for religious services.

e. The Chaplains' Fund provides a supplementary source of nonappropriated funds (NAF) to support the command religious program through the CMRP at all levels of the Army.

(1) The Chaplains' Fund provides the means by which tithes, offerings, and donations given during religious activities are accounted for, safeguarded, and disbursed.

(2) The Chaplains' funds are supplemental NAF funds intended to meet the expenses of spiritual, moral, and related social needs of the religious community for which use of APFs are not authorized.

(3) NAF Chaplains' funds will not be used to augment APFs.

## **12-2. Command Master Religious Plan**

a. The Staff chaplain prepares the Command Master Religious Plan (CMRP) annually for the commander.

b. The CMRP—

(1) Responds to Army imperatives; CCH, MACOM, and commanders' guidance; and local mission, resources, and needs.

(2) Ensures that soldiers are provided maximum opportunity for the free exercise of religion.

(3) Incorporates needs assessment, planning, implementation, and evaluation into a total religious support program.

(4) Is a process for resourcing religious and training activities for a community, installation, or unit. It reflects planning to meet current requirements while maintaining flexibility to respond to changing missions, resources, and needs.

(5) Includes management of APF, NAF, manpower, logistics, and facility resources.

(6) Applies to active duty and Reserve Component, all units in the sustaining base, and all elements of the strategic/tactical force.

c. Upon approval by the commander the CMRP is—

(1) The budget management document for the use of APF.

(2) The authorizing document for NAF Chaplains' Fund expenditures, subject to compliance with the provisions of Chapter 14.

d. Chaplains and chaplain assistants will adhere to the operating principles and procedures of the CMRP process and software as set forth in the documentation manual accompanying the software program, this regulation, and future guidance.

e. Religious organizations and activities such as chapel men's groups, women's groups, youth groups, and other activities in the CMRP are not considered private organizations.

## **12-3. The Chaplaincy Program Budget Advisory Committee**

a. The members of the Chaplaincy Program Budget Advisory Committee (CPBAC) are appointed by the Staff chaplain.

b. The CPBAC is representative of the installation religious support program and should include members from the major subordinate and tenant elements of an installation supported by the CMRP.

c. The CPBAC assists the Staff chaplain in determining the priority for the use of resources, reviews actual use of resources versus programmed use, and recommends adjustments. It conducts the following activities in support of these functions:

(1) Interprets the budget and manpower guidance (BMG) received from higher authority and integrates the BMG with the commander's guidance.

(2) Develops a plan for preparing a budget to support the CMRP that will efficiently and effectively accomplish the command's religious support mission.

(3) Applies methods and standards of review for performance data and other experience factors to evaluate specific programs and budget areas.

(4) Is responsible for maintaining balance and coordination between proposed missions, chaplain support activities (CSA), and resources assigned to subordinate commands, elements, and agencies.

(5) Presents a proposed budget CMRP to the Staff chaplain for both APF and NAF.

(6) Using review and analysis, ensures the CMRP execution is accomplished IAW the Staff chaplains' guidance.

## **12-4. Chaplaincy Resources Manager**

The Chaplaincy resources manager (CRMs)—

a. Serve at HQDA, MACOM, MSC, and installation activity levels.

b. Upon approval of DACH, may be a chaplain assistant in the rank of SSG or above.

c. Require training in their areas of responsibility. They must be a graduate of the CRM functional course at the USACHCS.

d. Administer the APF and NAF staff execution of the CMRP.

e. Implement the chaplain staff administrative procedures related to contracting, procurement, management controls,



manpower and force development, property management, information management, military construction, logistics, budgeting and programming, and financial accountability for religious support activities.

*f.* Coordinate the actions of the CPBAC.

*g.* As Chaplains, hold the Additional Skill Identifier (ASI) of 7F at installation and MSC levels, and upon completion of additional AERS graduate level training, of 7M at MACOM and HQDA levels.

## **Chapter 13**

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

#### **13–1. General**

Commanders at all levels may allocate appropriated resources to support statutory and mission essential religious support activities included in an approved CMRP.

#### **13–2. Chaplaincy Program Budget Advisory Committee (CPBAC)**

*a.* The CPBAC performs the general tasks and functions assigned to it in chapter 12.

*b.* When exercising its role in the management of APF resources in support of the CMRP, the CPBAC's authority includes the following:

(1) Recommends courses of action to the Staff chaplain for the use of APF resources consistent with BMG and the CMRP.

(2) Provides review and analysis functions for subordinate program elements (PEs) and advises the Staff chaplain on the execution of the CMRP.

(3) Assigns priorities for the use of funds as part of the overall CMRP process.

(4) Reprograms funding allocations to meet changing mission, resources, or needs when consistent with the METL and the approved CMRP.

#### **13–3. Facilities**

*a.* Religious support facilities must be constructed according to size authorized by the population strength of the installation based on the Army Stationing and Installation Plan (ASIP). Facilities must be built to specifications in the standard designs contained in the DOD Architectural and Engineering Instructions, Design Criteria Manual.

*b.* Staff Chaplains—

(1) Forward all active DD Forms 1391 (FY, Military Construction Project Data) through chaplain staff channels to OCCH not later than 30 days after the beginning of each fiscal year.

(2) Submit proposed field changes to standard design of chapel facilities for approval through the MACOM to HQ, U.S. Army Corps of Engineers for coordination with OCCH before they are included in the field design.

(3) Supervise the use of religious facilities.

*c.* Religious facilities are classified as dedicated facilities. Such facilities are used for religious services and other activities related to the spiritual and moral welfare of the command.

(1) All distinctive faith groups represented in the command may use these facilities on a space available basis.

(2) Other appropriate command activities may be conducted in the facility, in coordination with the Staff chaplain, when the facility is not being used for religious purposes.

(3) Alcoholic beverages will not be consumed in religious facilities except for sacraments, rites and ordinances.

(4) The chapel environment will be religiously neutral when the facility is not being used for scheduled worship.

(5) Chapels must be available to people of all faith groups for meditation and prayer when formal religious services are not scheduled.

*d.* Symbols. Portable religious symbols, icons, or statues may be used within a chapel during times of scheduled religious worship. Symbols are to be moved or covered when not in use. Distinctive religious symbols, such as crosses, crucifixes, the Star of David, menorah, and other religious symbols, will not be affixed or displayed permanently on the chapel exterior or grounds. Permanent or fixed chapel furnishings, such as the altar, pulpit, lectern, communion rail, prie-dieu, or reredos, will be devoid of distinctive religious symbols.

*e.* The use of religious facilities extends to military personnel (active, guard and reserve), civilian employees, retirees (regardless of marital status), and their legal dependent family members (reference AR 600–20) providing:

(1) That the facility is available and the use of the chapel facility does not conflict with services of worship or other programmed activities.

(2) That it is scheduled IAW priorities established by local SOPs or supplemental regulations.

(3) That a military chaplain either serves as officiant/celebrant or is responsible for sponsoring the service.

(4) In the case of marriage rites and weddings, that the officiant/celebrant and marriage participants have met the requirements established by the jurisdiction (local, state or country) in which the wedding is to take place.

(5) That the prospective participants have met the established religious requirements of the chaplain or clergy person who will perform the ceremony or administer the sacrament, rite or ordinance.

*f.* No fees will be charged, received, or prescribed by any chaplain or chaplain assistant for services they perform or for use of chapel facilities (18 USC 209).

*g.* The commander may designate a religious facility by its location, a letter or number, or the name of the installation or unit using the building. Religious facilities will not be named for any person, living or dead, or designated by a name or term suggesting any distinctive faith group (for designation rules) (See AR 1–33). Exceptions may be granted for facilities officially registered as historically significant.

*h.* The content, design, and location of memorials must be coordinated with, and approved by, OCCH.

*i.* Stained glass window designs will not reflect an exclusively distinctive faith group orientation. Neither should they be devoid of all religious imagery and symbolism. All stained glass window design proposals must be staffed through the MACOM to OCCH for approval before a contract is negotiated for their purchase, regardless of the source of funds.

*j.* Excess religious facilities can be converted, modified, or disposed. Commanders must submit a request for such actions through the MACOM and HQ, U.S. Army Corps of Engineers, ATTN: DAIM–FDP–P, to OCCH. Approval action by CCH must be obtained before the building can be converted, modified, or disposed.

*k.* Religious publications that make positive statements about religious beliefs are authorized for display and distribution on military installations subject to the installation commander's authority to designate distribution outlets or to restrict dissemination under provisions of AR 600–20. Literature that berates or attacks the beliefs and practices, or mentions pejoratively other religious groups will not be purchased, distributed, or displayed on military installations or areas under the jurisdiction or control of the Army.

#### **13–4. Nonpersonal Services (NPS) Contracts (Religious Support)**

*a.* NPS contracts may be used only as an exception to policy when the Staff chaplain or appropriate official (such as the commander or contracting officer) certifies that no military personnel (or other uniformed services), DOD civilians or volunteers are available to perform that function.

*b.* NPS contractors may be obtained on an intermittent or temporary basis (periods not to exceed one (1) fiscal year) to support, improve, or provide mission essential religious activities. These include, but are not limited to, clergy, musicians, religious education coordinators, youth workers, parish coordinators, and religious resource leaders.

*c.* The MACOM Staff chaplain must approve all requests for NPS contracts for clergy, religious education coordinators, parish coordinators, and youth workers.

*d.* NPS contractors must render definable, quantifiable services or end-products for the U.S. Government IAW FAR, Part 37.

*e.* When awarding a contract, quality requirements will be considered against cost to determine the best value to the U.S. Government.

*f.* Contract line item rates for NPS contracts are determined by:

- (1) Appropriate competition.
- (2) DACH/MACOM/Command 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.

*g.* NPS contractors will not be reimbursed for travel to or from home.

*h.* The only payments authorized to a contractor are payments against completion of contract line items under the provisions of the approved NPS contract.

*i.* DACH Management Control Evaluation Checklist for contracting for civilian clergy services is in appendix B.

#### **13–5. Use of APF for Religious Support Activities**

*a.* APF (BA1 BASEOPS at the installation level and mission funds at the unit level) are authorized for command sponsored religious support activities, including, but not limited to religious education, retreats, camps, conferences, meetings, workshops, family support programs, and unit spiritual fitness programs.

*b.* APF may be used to:

- (1) Contract for facilities, resource leaders, and expendable supplies, including literature, and equipment.
- (2) Pay travel and per diem costs for denominational military and GS civilian lay leaders and resource persons who are performing distinctive faith group leadership duties as directed by the appropriate commander as public business.
- (3) Provide group travel for command-sponsored personnel participating in religious activities approved in the CMRP. Under applicable regulations, group travel by U.S. Government vehicle may be authorized when available.

(4) Provide meals, lodging, and registration fees for command-sponsored training events for authorized personnel (reference the ASIP) of the command.

### **13–6. Logistics**

*a.* Chaplain Kits basis of issue (reference CTA 50–909, Table 3).

(1) The initial issue of a Chaplain Kit is authorized by this regulation and AR 710–2, as non-expendable and non-recoverable. Chaplain Kits may be reissued due to loss not involving individual culpability, upon completion of a report of survey.

(2) Chaplain Kits may be issued to all branch qualified chaplains, active duty and reserve component, upon graduation from the Chaplain Officer Basic Course, by the USACHCS or by the first unit of assignment.

(3) Individual Ready Reserve (IRR) chaplains, with no prior initial issue of a Chaplain Kit, will receive an initial issue of a Chaplain Kit during mobilization at the mobilization installation. Chaplain mobilization planners at mobilization installations will ensure that adequate Chaplain Kit stocks are maintained to cover this initial issue requirement based upon the Time-Phased Force Deployment Data (TPFDD).

*b.* Chaplaincy Logistics.

(1) Chaplain and chaplain assistant equipment requirements and authorizations are documented by the Army Authorizations Document System (TAADS), reference AR 71–32.

(2) Ecclesiastical and other common items of equipment required by the chapel, chaplain and chaplain assistant are documented in applicable CTA. CTA 50–909, Table 3, prescribes the equipment basis of issue for chapel, chaplain and chaplain assistant requirements. Common expendable/durable items are authorized by CTA 50–970. CTA are cross-referenced with the Army Master Data File (AMDF) and Supply Bulletin 700–20.

## **Chapter 14 Chaplaincy Resources Management (Nonappropriated Chaplains' Funds)**

### **14–1. Introduction**

*a.* Policies, principles, and general procedures for establishing, managing, and operating NAF Chaplains' Funds worldwide, at all levels of command within DA, are presented in this chapter.

*b.* Chaplains receive and account for offerings in conjunction with worship services in garrison and in the field, during peacetime and in combat. Chaplains' Funds are established to facilitate this EERS.

*c.* Chaplains' Funds are not a part of the Army's Morale, Welfare, and Recreation (MWR) system and are specifically exempted from MWR oversight in DODI 1015.1 and AR 215–1, paragraphs 1 through 5, unless stated otherwise in other applicable regulations and herein. Chaplains' Funds are not controlled, managed, or supervised by the MWR Central Accounting or Purchasing Offices, or similar activities on installations. However, the AR 215 series provides operational procedures and forms relevant to Chaplain's Fund operations.

*d.* The CCH has overall responsibility for Chaplains' Funds operations.

*e.* The term "Chaplains' Fund" refers to actions of the NAFI as a legal entity. The Fund Manager executes the legal actions of the NAFI. The term "Chaplains' Funds" refers to use of money.

### **14–2. General**

*a.* Every Chaplains' Fund is legally constituted as an "Instrumentality of the United States." Funds in Chaplains' Fund accounts are U.S. Government funds, and Chaplain's Fund property is U.S. Government property. As "fiscal entities," Chaplains' Funds maintain custody of and control over their assets. Chaplains' Funds have no independent organizational existence apart from their relationship to the mission of the chaplain. Chaplains' Funds operate under the authority of the U.S. Government IAW applicable Federal laws and departmental regulations.

*b.* Chaplains' Funds are NAF that provide supplemental support for the religious practices and requirements of authorized DOD personnel, their family members and other authorized personnel as defined by the ASIP.

*c.* NAF Chaplains' Funds will not be used to augment APFs.

*d.* The giving of offerings is an integral part of religious practice and is an EERS.

*e.* Chaplains' Funds are the instrumentality through which funds received from the religious program of the Army at any level are collected, administered, and disbursed.

*f.* All offerings, donations or other income received during command-sponsored worship, activities, 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 Chaplains' Fund.

*g.* The approved CMRP, in combination with this regulation, provides the authorization to expend monies from the NAF Chaplain's Fund.

*h.* Chaplains' Funds are managed by a single-entry, cash accounting system authorized in DOD 7000.14-R and this regulation.

### **14-3. Types of Funds**

*a.* The DA Chaplains' Fund is managed directly by OCCH and serves as a central depository for funds to meet religious program requirements Army-wide.

*b.* Special Organization Chaplains' Funds are established to give chaplains at the MACOM, STARC, USARC, MSC, Field Operating Agency (FOA) and equivalent levels a source of NAF support to promote spiritual, moral/ethical, and related special activities in furthering the religious program of the Army.

*c.* Installation, organization, and unit Chaplains' Funds are established to support and promote spiritual, moral/ethical and related special activities in furthering the religious program of the military community.

### **14-4. Responsibilities**

*a.* Commanders—

- (1) Establish and disestablish the Chaplains' Fund.
- (2) Appoint the Chaplains' Fund Manager.
- (3) Appoint the Chaplains' Fund Clerk.
- (4) Ensure that the Chaplains' Fund Manager and Clerk are trained prior to assuming duty.
- (5) Approve the CMRP.
- (6) Ensure that Chaplains' Funds are audited at least every 2 years, upon a change of Fund Manager, or prior to the consolidation, transfer, or disestablishment of a Chaplains' Fund.

*b.* MACOM/STARC/USARC/MSC Staff chaplains—

- (1) Oversee the Management Control Program (MCP) and inspect subordinate Chaplains' Funds annually to identify policy, procedural, and situation weaknesses and strengths.
- (2) Collect, consolidate, and transmit reports to OCCH.
- (3) Oversee the operations of subordinate and special organization Chaplains' Funds.

*c.* Installation Staff chaplains—

- (1) Serve as the assessable unit manager for the NAF Chaplain's Fund management control process (See AR 11-2, Management Control).
  - (2) Oversee the operations of the Installation Chaplains' Fund.
  - (3) Appoint the members of the CPBAC.
  - (4) Chair the CPBAC.
- d.* The CPBAC performs the general tasks and functions assigned to it in Chapter 12-3.
- (1) Prepares and submits the Chaplains' Fund budget CMRP to the Staff chaplain for approval.
  - (2) Conducts review and analysis on the execution of the Chaplains' Fund CMRP.
  - (3) Reprograms funding allocations to meet changing mission, resources, or needs, when consistent with the approved CMRP.
  - (4) Establishes subaccounts within the Consolidated Chaplain's Fund.
  - (5) Recommends to the Fund Manager the transfer percentage for income to the Community Sub-account (reference 14-7b).
  - (6) Manages the Community Subaccount and establishes priorities for CSAs funded through the Community Subaccount.
  - (7) Advises subaccount administrators concerning stewardship practices.
  - (8) Requires periodic inspections and audits of fund operations, and receives statements and ledgers reporting the cash position of the Chaplains' Fund at established intervals.

### **14-5. The Chaplains' Fund Manager**

The Chaplains' Fund Manager—

- a.* Is appointed by the commander.
- b.* Is a chaplain or chaplain assistant in the rank of SSG or above.
- c.* Receives training in financial accountability, fund management, small purchase procedures, property accountability, management controls and contracting procedures prior to assuming duties. Must be a graduate of the CRM functional course by the USACHCS.
- d.* Is certified by the OCCH (DACH-IRML) as qualified to assume the duty position of Fund Manager.
- e.* Prepares, submits, and maintains the annual NAF Chaplain's Fund operating budget as part of the CMRP process.
- f.* Implements the MCP. (See AR 11-2).
- g.* Serves as the sole purchasing agent and contracting officer for the Fund.
- h.* Serves as the property accountability officer for the Fund.

- i.* Serves as the information management officer for the Fund.
- j.* Accounts for the assets of the Fund.
- k.* Verifies the accuracy of financial statements at the close of the accounting periods.
- l.* Maintains adequate bonding and property insurance through the Risk Management Program (RIMP) under the Army Central Insurance Fund (ACIF).
- m.* Prepares and submits the 1.5 percent quarterly transfer report, the 30 percent drawdown report, and the annual report through the MACOM to OCCH.
- n.* Supervises the NAF Chaplains' Fund Clerk.

#### **14-6. The Chaplains' Fund Clerk**

The Chaplains' Fund Clerk—

- a.* Is appointed by the commander.
- b.* Is a chaplain assistant in the rank of SGT or below.
- c.* Receives training in purchasing and contracting procedures, property management, bookkeeping, the NMS management system, and the CMRP budget system prior to assuming duties. Must be a graduate of the Chaplains' Fund Clerk functional course by the USACHCS.
- d.* Is certified by the OCCH (DACH-IRML) as qualified to assume the duty position of Fund Clerk.
- e.* Processes receipts; prepares income, procurement, and disbursement documents; and maintains the records of the fund.
- f.* Prepares financial statements at the close of accounting periods.
- g.* Maintains files in compliance with AR 25-400-2, the Modern Army Record Keeping System (MARKS).
- h.* Serves as the primary operator of the CARSS computer equipment and management systems designated for the Chaplains' Fund.

#### **14-7. Subaccounts**

- a.* Program Element (PE) Subaccounts—
  - (1) Are subordinate congregational and activity accounts in the Chaplains' Fund.
  - (2) Are accounting entities and may not have an organizational existence apart from their inclusion in the consolidated Chaplain's Fund.
  - (3) Coordinate with the Fund Manager for the execution of their approved CMRP.
- b.* The Community Subaccount—
  - (1) Is a required subaccount of the Fund.
  - (2) Is managed by the CPBAC.
  - (3) Is funded by the transfer of a percentage determined by the CPBAC of all regular offering (COA 100) income. Other sources of income may also be included by the CPBAC.
  - (4) Provides a source of funds for programs which feature a community-wide focus or are sponsored jointly by multiple PEs.
  - (5) Provides a source of funds for PEs which do not have their own source of income.
- c.* Special Project Subaccounts—
  - (1) Receive and disburse funds to support religious activities that require an accumulation of dollars over time or that require the consolidated handling of registration and participation costs.
  - (2) Special Project subaccounts are established by the CPBAC.
  - (3) Special Projects approved by the OCCH are exempt from 30 percent Drawdown transfer calculations.
  - (4) Funds held in applicable and approved Special Project subaccounts may be invested in principle-preserving, liquid, short-term investment instruments, such as savings accounts and certificates of deposit, which mature within the term of the Special Project.
- d.* Grant Subaccounts—
  - (1) Grant subaccounts receive, account for, and disburse funds received as grants.
  - (2) Each grant will have a separate subaccount.
  - (3) Grant subaccounts are exempt from the 30% drawdown calculations.
- e.* While the CPBAC manages the Community Subaccount in the CMRP process, the subaccount PEs which plan a program are responsible for its execution.
- f.* PEs must not obligate/spend beyond their subaccount balances.

#### **14-8. Chaplains' Fund Policies**

Chaplains' Funds—

- a.* May conduct fund-raising activities IAW this regulation and AR 600-29.

(1) Fund raisers must support a specific Chaplaincy Support Activity in an approved CMRP. Activity or Special Project subaccounts may be designated to receive the funds.

(2) All monies received through fund raising activities must be received, accounted for and disbursed by the Chaplains' Fund.

(3) Fund monies may not be used to purchase goods or services intended for resale.

b. Will not conduct games of chance (such as bingo and raffles).

c. Will not purchase tobacco products or alcoholic beverages (except for sacraments rites and ordinances).

d. Will not make grants to non-military agencies or private organizations by any means other than designated offerings. Only DA and MACOM level Chaplains' Funds may make grants.

e. Will not give gifts or grants of cash directly to individuals. Honoraria to speakers for services rendered are not considered a gift or grant. The Chaplains' Fund 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. May give mementos for volunteer service subject to the provisions of DODD 5500.7-R, Joint Ethics Regulation (JER).

g. Reference Paragraph 14-7c(4) for investment of specific Special Project funds.

h. Will not obligate/spend beyond the balance of cash-on-hand.

#### **14-9. Establishing, consolidating, transferring, and disestablishing Chaplains' Funds**

a. All requests to establish, consolidate, transfer and disestablish NAF Chaplains' Fund Nonappropriated Fund Instrumentality (NAFI) must be coordinated through the MACOM with DACH-IMB, Office of the Chief of Chaplains, 2700 Army Pentagon, Washington DC 20310-2700, prior to action by the commander.

b. Establishment. Commanders may submit to the Commander, USACFSC, ATTN: CFSC-PNA, 2461 Eisenhower Ave., Alexandria, VA 22331-0507, through the appropriate MACOM and DACH-IMB, for establishment of a NAF Consolidated Chaplains' Fund NAFI. Requests will contain the name of the fund and the fund manager, mailing address and telephone number.

(1) The CFSC will establish the NAFI upon DACH-IMB approval by assigning a standard NAFI identification number (SNN) IAW AR 215-1.

(2) An employer's identification number (EIN) for the new NAFI is obtained from the IRS.

(3) Chaplains' Funds will be identified by their official title, which will include the words "An Instrumentality of the United States," and a standard NAFI identification number (SNN).

(4) After receipt of approval from DACH-IMB and the SNN from CFSC, the commander formally establishes the new Consolidated Chaplains' Fund NAFI with a written memorandum of establishment which will contain the official name of the Fund, effective date of establishment, mailing address, the assigned SNN, the governing regulation (AR 165-1), and the name of the successor Fund (the DA Chaplains' Fund).

c. Consolidation. Commander's may request authority to consolidate Chaplains' Fund NAFIs at any time by forwarding the following information through the appropriate MACOM and DACH-IMB to USACFSC (CFSC-PN):

(1) The name and SNN of the NAFI(s) to be disestablished, and,

(2) The name and SNN of the surviving or succeeding NAFI with the effective date of consolidation.

d. Transfer. Normally, all associated Chaplains' Fund NAFI assets are transferred intact from the losing command to the gaining command, unless otherwise mutually agreed. Commanders' may request authority to transfer command accountability for an established Chaplains' Fund NAFI at any time as a result of command re-alignments through the appropriate MACOM and DACH-IMB to the USACFSC (CFSC-PN) by forwarding the following information:

(1) The name and SNN of the Fund to be transferred, and,

(2) The name and address (to include MACOM) of the losing command and the name and address (to include MACOM) of the gaining command.

(3) The transfer of command accountability may require a change in SNN by the CFSC.

e. Disestablishment. NAF Chaplains' Fund NAFIs 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 Chaplains' Fund NAFI should be disestablished, the following actions are necessary:

(1) Establish a closure date, restrict expenditures, conduct terminal reconciliations of bank statements and check-books, and complete end-of-period accounting activities.

(2) Arrange for a terminal audit, disposition, or transfer of NAF property.

(3) Arrange for a terminal audit of the cash assets. Identify and notify the successor Fund of the disestablishment. Cash assets will transfer to the successor fund.

(4) Send a notification of disestablishment through the appropriate MACOM and DACH-IMB to the USACFSC (CFSC-PN) to include the name and SNN of the disestablished fund and the effective date of disestablishment.

(5) Send copies of the terminal audit reports and the end-of-period accounting reports through the appropriate MACOM to DACH-IMB.

f. The DA Chaplains' Fund is designated the successor-in-interest and will receive the residual cash balances of

disestablished Chaplains' Funds. The Treasurer of the United States is the successor-in-interest to the DA Chaplains' Fund.

*g.* Subaccounts are unofficial entities established and dissolved locally by the CPBAC. The balance of a dissolved subaccount will be redistributed within the Chaplains' Fund at the discretion of the CPBAC. No further actions are required.

*h.* Chaplains' Fund property (other than consecrated items) that cannot be sold or transferred at the time a fund is dissolved will be disposed of under the provisions of DOD 4160.21-M.

#### **14-10. Automation of funds**

*a.* Microcomputer hardware and software application programs will be the primary tools used to administer and operate Chaplain's Funds.

*b.* Only fund management software application programs approved by OCCH will be used to manage the Chaplains' Fund. Only OCCH is authorized to modify the approved branch-specific fund management software application.

*c.* Chaplains and chaplain assistants will adhere to the operating principles and procedures of the NMS and CMRP processes and software as set forth in the documentation manuals accompanying the software programs, this regulation, and future guidance.

*d.* The NMS software and accompanying user's guide are accountable property of the OCCH. Copyright and license agreements are contained in the software User's Guides.

#### **14-11. Receipts and disbursements**

*a.* Receipts. Authorized receipts for Chaplains' Funds include voluntary gifts, donations, grants, offerings (general and designated), interest, proceeds from sale of fund-owned property, proceeds from fund raising activities, reimbursables, and transfers of monies from other Chaplains' Funds.

*b.* Disbursements.

(1) Chaplains' Funds may be used to purchase services, supplies, or items of equipment in support of the CMRP that supplement the APF mission and for which APFs are not authorized.

(2) Chaplains' Funds will not be used for specific expenses for which use of APFs are authorized and available.

(3) Chaplains' Funds—

*(a)* Will not be used to purchase standard National Stock Number (NSN) or CTA Line Item Number (LIN) items for equipment and furnishings authorized by the TDA, MTOE(TOE), JTA, or CTA.

*(b)* Will not be used to purchase any item available through the Defense Industrial Supply Center or Defense Personnel Support Center.

*(c)* May be used for purchase of consumable ecclesiastical NSN or CTA LIN items when the quantity to be received exceeds annual use or does not meet distinctive faith group ecclesiastical requirements.

*(d)* May be used to purchase approved organizational/installation nonstandard items when the appropriate official (certification officer) certifies in writing that authorized APFs cannot satisfy the requirement.

(4) Public Scrutiny. NAF Chaplains' Funds 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 soldier's dollars.

*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 calculations for the mandatory 1.5 percent quarterly transfer of funds to DACH.

(3) Offerings will not be split to obtain a specified dollar amount.

(4) Participants should be given the option of contributing to the designated offering or to the congregation's or activity's general operating subaccount.

(5) The total designated offering amount received must be disbursed for the designated purpose within 5 working days of receipt. Approved special projects are exempt from this requirement.

*d.* Chaplains' Funds support group fellowship and retreat activities through designated offerings to special project subaccounts and/or the use of Chaplains' Fund purchasing instruments.

#### **14-12. Grants**

Grants—

*a.* May be made by the DA Chaplains' Fund to establish new Chaplains' Funds and by DA and MACOM Chaplains' Funds to resource innovative religious support programs.

*b.* Will not be given by Installation Chaplains' Funds 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 that includes how the funds were expended to the originator of the grant.

e. Will each be accounted for in a separate subaccount.

#### **14–13. Purchasing and contracting**

a. Procurement of supplies, services, and equipment must be made IAW Army purchasing procedures (reference AR 215–4 and local procurement officials).

(1) Purchases \$2,500 or less:

(a) Supply, services, and equipment purchases less than \$2,500 are considered micropurchases.

(b) Micropurchases may be made with petty cash and Automatic Teller Machine (ATM), debit, or check cards for purchases under \$500, or the Chaplains' Fund IMPAC Card.

(c) Purchase Orders, DA FORM 1756–R (Chaplains' Fund Purchase Order/Receiving Record), are not required.

(d) Micro-purchases require CMRP approval and Fund Manager certification of funds prior to any purchases.

(e) Vendor receipts, invoices, credit or debit card receipts are the supporting documents for disbursement vouchers.

(2) Purchases greater than \$2,500:

(a) For purposes of this regulation, supply, services, and equipment purchases greater than \$2,500, but less than \$100,000 are considered small purchases.

(b) Purchase Orders (DA FORM 1756–R) are required for small purchases.

(c) Payments for small purchases are normally made by check.

(3) The MACOM Staff chaplain must approve single item purchases greater than \$25,000.

b. NPS contracting.

(1) NPS contracts may be used by the Chaplains' Fund to procure services to supplement the command religious program.

(2) NPS contracts will be used only as an exception to policy when the Staff chaplain or the appropriate official, certifies that no military or other uniformed services, DOD civilians or volunteers are available to perform that function.

(3) NPS contracts will be on an intermittent or temporary basis (periods not to exceed 1 fiscal year).

(4) The MACOM Staff chaplain must approve all requests for Chaplains' Fund NPS contracts for clergy, religious education coordinators, parish coordinators, and youth workers regardless of dollar amount of contract.

(5) The MACOM Staff chaplain must approve any Chaplains' Fund NPS contract of \$25,000 or more prior to award.

(6) NPS contractors must render definable, quantifiable services or end-products for the U.S. Government IAW AR 215–4 and FAR Part 37.

(7) Quality requirements will be considered and balanced against cost to determine the best value to the U.S. Government.

(8) Contract line item rates for Chaplains' Fund NPS contracts are determined by:

(a) Appropriate competition.

(b) DACH/MACOM/Command guidance.

(c) Local Chaplains' Fund SOP based upon current guidance.

(d) Market surveys of comparable services in the geographical area where the service is rendered.

(e) Funds availability.

(f) Mission requirements.

(9) NPS contractors will not be reimbursed for travel to and from home.

(10) The only payments authorized to a contractor are payments against completion of contract line items under the provisions of the approved NPS contract.

(11) The DACH Management Control Evaluation Checklist for contracting for civilian clergy services is at appendix B.

c. Checks—

(1) Checks used to make payments from the Fund must be preprinted and prenumbered. The words "An Instrumentality of the United States" must be included in the preprinted name of the Fund.

(2) The Fund Manager must sign all checks. The convening authority of the CPBAC must sign all checks for \$2,500 or more as a management control.

d. ATM, debit or check and credit card operations—

(1) ATM, debit, or check cards may be used for purchases under \$500 and are subject to the limitations of petty cash operations.

(2) The Chaplains' Fund IMPAC credit card may be used for purchases under \$2,500. The NAF Chaplains' Fund IMPAC card will be the only credit card used by the fund. IMPAC operations will comply with this regulation and the NAF Chaplains' Fund IMPAC SOP.

e. Petty cash operations—



(1) Petty cash is an authorized method for procuring goods and services when the use of other procurement methods is not feasible. Petty cash fund purchases will not be used to circumvent normal procurement procedures.

(2) Remote (removed from the geographical vicinity of the fund and requiring decentralized management) petty cash fund operations may be authorized in writing by the Fund Manager on an as-needed basis for operating Chaplains' Fund activities. The remote petty cash fund accountable officer will be designated in writing by the Fund Manager.

(3) The amount of individual petty cash funds will be specifically approved in writing by the Fund Manager and will not exceed \$500. Remote petty cash funds are considered individual petty cash funds.

(4) Payments from petty cash funds will not exceed \$500 for any one transaction.

(5) Payments from petty cash must be in support of a specific CSA under an approved CMRP.

(6) Transactions will not be fragmented to circumvent the Fund Manager's limitation or the \$500 per transaction limit set by this regulation.

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

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

(9) The Fund Manager will reimburse the purchasing agent for sales taxes 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.

*f.* 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 Chaplains' Fund provided that the Staff chaplain determines that the hosting will promote the Chaplaincy or religious program of the Army.

(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 and lodging for persons in a TDY status.

#### **14-14. Management control**

*a.* The Management Control Evaluation Checklist for NAF chaplain funds operations is in appendix C.

*b.* Inspections and Audits—

(1) MACOMs will inspect subordinate Chaplains' Funds annually.

(2) AR 36-5, Auditing Service in the Department of the Army, establishes the responsibility for informal audits of the Chaplains' Fund with disinterested officers.

(3) Informal audits must be conducted using the principles outlined in AR 11-7, Internal Review and Audit Compliance Program, at times determined by the commander, and:

(*a.*) Every 2 years.

(*b.*) Upon change of the Fund Manager.

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

(4) A formal audit may be required if an inspection or the informal audit finds a material weakness.

(5) Two disinterested officers will conduct an informal inspection of the fund once a month to determine, at a minimum:

(*a.*) The monthly bank statement has been reconciled to the checkbook.

(*b.*) The checkbook, general ledger, and statement of operations and net worth are reconciled and balanced.

(*c.*) The transactions of the fund are recorded.

*c.* Safeguarding money—

(1) Collections and offerings will be received publicly, remain in public view until removed for counting, then counted and prepared for deposit by at least two adults immediately upon removal from public view.

(2) Offering counts will be recorded on prenumbered and controlled offering count forms. Forms will be prescribed in HQDA Pamphlets.

(3) Offering counts will be verified by the chaplain in charge of the service or the designated representative.

(4) All receipts, including cash, checks, and other negotiable instruments, must be deposited in a bank and vouched on the date of receipt or on the first business day following receipt.

(*a.*) Until deposited, receipts must be secured in an Army safe as prescribed for storage of monies by AR 37-103, chapter 4.

(*b.*) Deposits will only be made to the account identified by the official name of the fund.

(*c.*) Checks will not be cashed from chapel offerings, and change will not be made out of the funds received as offerings.

(5) Only financial institutions that have been designated as depositories with the Federal Reserve and are safeguarded by deposit insurance may be used to safeguard Chaplains' Funds.

#### **14-15. Mandatory transfers and reports**

*a.* The Community subaccount is funded by the mandatory internal transfer of a percentage of all COA 100 (Regular Chapel Offerings) receipts from all subaccount activities. The transfer percentage is established and adjusted as required by the CPBAC.

*b.* Mandatory transfer of 1.5 percent of gross receipts from all nonexempt activities must be made quarterly through the MACOM to the DA Chaplains' Fund. Make checks payable to the DA Chaplain's Fund. The suspense to DACH is 45 days after the end of the quarter.

*c.* The drawdown and transfer of all cash assets in excess of 30 percent of the adjusted net worth of the fund must be made at the conclusion of the fiscal year through the MACOM to the DA Chaplain's Fund. Make checks payable to the DA Chaplains' Fund. The suspense to DACH is 45 days after the end of the fiscal year.

*d.* Each Chaplains' Fund will send an annual report through their MACOM to DACH-IMB, Office of the Chief of Chaplains, 2700 Army Pentagon, Washington DC 20310-2700. The MACOM will consolidate subordinate reports. The suspense to DACH is 45 days after the end of the fiscal year.

#### **14-16. Property**

*a.* Chaplains' Funds are authorized to hold property obtained by purchase, donation, or transfer from another NAFI or from DOD excess property.

*b.* The Fund Manager determines the use of property given to the Chaplains' Fund. 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; however, Army organizations and units may be identified as donors of property.

*c.* Property Accountability—

(1) Fund managers must identify, safeguard, and inventory all nonexpendable fund property IAW Army property accountability procedures (See AR 215-1 and AR 735-5).

(2) Chaplains' Fund property losses that appear to involve individual culpability or possible pecuniary liability must be handled under the procedures outlined in AR 215-1 (See also AR 735-5). Claims arising out of investigations will be processed IAW 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 faith 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.

#### **14-17. Personnel**

*a.* Chaplains' Funds will not hire employees nor have an employee personnel support system.

*b.* Chaplain's or chaplain assistants will not be contracted by nor receive direct compensation of any kind from the Chaplain's Fund.

*c.* Immediate family members of chaplain's, chaplain assistants and DOD civilians may be contracted by the fund except for the following:

(1) Immediate family members of the fund manager and fund clerk.

(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—

(1) The fund's needs cannot otherwise be met or some other compelling reason exists.

(2) The exception is approved by the installation commander or designee.

*e.* These policies are intended to avoid any conflicts of interest and appearance of favoritism or preferential treatment between—

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

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

#### **14-18. Chaplain's Field Funds (CFF)**

*a.* Offerings may be received as an act of religious worship during deployments on both U.S. and foreign territory.

*b.* To manage these funds, commanders of deployed units with an assigned chaplain may establish temporary, informal CFFs.

- c. CFFs are subject to the guidance of the theater commander.
- d. CFFs are an exception to the normal process of managing Chaplains' Funds. They are identified as a subaccount to an established home station Chaplains' Fund.
- e. CFFs are authorized to receive and disburse funds in support of unit religious activities.
- f. CFFs are exempt from the quarterly 1.5 percent, 30 percent drawdown, and community subaccount mandatory transfers.
  - g. The unit chaplain serves as the CFF manager. The unit chaplain assistant serves as the CFF clerk.
  - h. CFFs are managed informally. Guidance is provided as follows:
    - (1) The chaplain and chaplain assistant must practice basic management controls to avoid the appearance of a conflict of interest or suspicion of misuse of funds.
    - (2) The chaplain ensures that offerings are counted by at least two people and secured by the most reasonable means possible IAW rules established by the theater commander.
    - (3) The chaplain presides over an informal CFF advisory committee of at least three members, which meets as needed to recommend expenditures to the unit commander for approval. Approvals are noted in an informal field-fund journal.
    - (4) Receipts and disbursements are accounted for in an informal field-fund journal.
    - (5) The informal CFF advisory committee will conduct periodic inspections of the receipts and disbursements recorded in the informal field-fund journal of the CFF.
    - (6) The commander must appoint a disinterested officer to conduct an informal audit the CFF operations prior to redeployment. A statement of audit will be provided to the next higher headquarters and to the sponsoring Installation Chaplains' Fund Manager at home station.
    - (7) Upon alert to redeploy, the CFF assets will be disposed IAW rules established by the theater commander and/or transmitted to the home station Chaplains' Fund.
  - i. A CFF normally operates at the petty cash level of management, risk and operational limits. When the operating level of the CFF exceeds the petty cash threshold, or upon the stabilization of the theater, a formal Chaplains' Fund NAFI may be established and the Fund management procedures and accounting as outlined in this chapter will apply.

## **Chapter 15**

### **Chaplaincy Resources Management (Information Management)**

#### **15-1. Introduction**

Instructions, information, and further guidance regarding chaplaincy resources management will be incorporated into a HQDA pamphlet.

#### **15-2. Chaplain Automated Religious Support System**

- a. Chaplain Automated Religious Support System (CARSS) is the only approved system to accomplish the overall information management objective of the chaplaincy. That objective is to establish and maintain a user-oriented, multifunctional, fully integrated, and deployable management information system.
- b. The Chaplain Information Management Plan (IMP), published by OCCH and updated each year, projects the information policies, requirements, and capabilities of the chaplaincy. The IMP becomes the basis for resourcing through the Planning, Programming, Budgeting, and Execution System (PPBES).
- c. CARSS automates and communicates UMT mission activities and functions. It integrates standardized communication and automation hardware; off-the-shelf and branch-developed software; institutional, unit, and individual ADP training; and functional policies and procedures into a total information management system.
- d. The CCH must approve applications that propose or seek to standardize formats and reports for CARSS. To ensure the compatibility and integrity of the system, all proposals for local expansion of CARSS must be consistent with the OCCH IMP and approved by OCCH prior to implementation.
- e. CARSS employs a three-tier technical channel: OCCH, MACOM/USARC MSC, and installation/TPU. Information, reports, inquiries, requests for support, and replies will be addressed to the next higher or lower headquarters as appropriate.
- f. The Director, DACH-IRML, provides guidance to the field on the use of CARSS.
- g. MACOMs exercise supervisory responsibility for training, technical support, and guidance for CARSS implementation.
- h. USACHCS provides training and technical support to the field for the branch-specific elements of CARSS.
- i. The CARSS software and accompanying User's Guides are accountable property of the OCCH. Copyright and license agreements are contained in the software User's Guides.

## **Appendix A References**

### **Section I Required Publications**

DOD directives (DODD) and instructions (DODI) are available at <http://www.dtic.mil/whs/directives>. Field manuals are available at <http://www.adtdl.army.mil/atdls.htm>.

#### **AR 1-33**

Memorial Programs. (Cited in para 13-3.)

#### **AR 1-211**

Attendance of Military and Civilian Personnel at Private Organization Meetings. (Cited in para 4-6.)

#### **AR 10-5**

Organization and Functions, Headquarters, Department of the Army. (Cited in paras 4-5 and 8-7.)

#### **AR 11-2**

Management Control. (Cited in paras 14-4 and 14-5.)

#### **AR 11-7**

Internal Review and Audit Compliance Program. (Cited in para 14-14.)

#### **AR 25-50**

Preparing and Managing Correspondence. (Cited in para 4-3.)

#### **AR 25-400-2**

The Army Records Information Management System (ARIMS). (Cited in para 14-6.)

#### **AR 27-20**

Claims. (Cited in para 14-16.)

#### **AR 36-5**

Auditing Service in the Department of the Army. (Cited in para 14-14.)

#### **AR 37-103**

Disbursing Operations for Finance and Accounting Offices. (Cited in para 14-14.)

#### **AR 55-71**

Transportation of Personal Property and Related Services. (Cited in para 4-6.)

#### **AR 135-100**

Appointment of Commissioned and Warrant Officers of the Army. (Cited in paras 6-2, 7-3, and 8-2.)

#### **AR 135-175**

Separation of Officers. (Cited in para 8-9.)

#### **AR 190-9**

Absentee Deserter Apprehension Program and Surrender of Military Personnel to Civilian Law Enforcement Agencies. (Cited in para 4-4.)

#### **AR 190-47**

The Army Corrections System. (Cited in para 4-4.)

#### **AR 210-50**

Housing Management. (Cited in para 4-6.)

#### **AR 215-1**

Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities (Cited in paras 14-1, 14-9, and 14-16.)

**AR 215-4**

Nonappropriated Fund Contracting. (Cited in para 14-13.)

**AR 350-100**

Officer Active Duty Service Obligations. (Cited in para 10-4.)

**AR 600-8-10**

Leaves and Passes. (Cited in para 4-6.)

**AR 600-8-24**

Officer Transfers and Discharges. (Cited in para 8-9.)

**AR 600-20**

Army Command Policy. (Cited in paras 3-1, 3-2, 4-3, and 13-3.)

**AR 600-29**

Fund-Raising Within the Department of the Army. (Cited in paras 3-3 and 14-8.)

**AR 601-100**

Appointment of Commissioned and Warrant Officers in the Regular Army. (Cited in para 8-5.)

**AR 621-1**

Training of Military Personnel at Civilian Institutions. (Cited in para 10-4.)

**AR 623-105**

Officer Evaluation Reporting System. (Cited in para 4-5.)

**AR 623-205**

Noncommissioned Officer Evaluation Reporting System. (Cited in para 4-5.)

**AR 670-1**

Wear and Appearance of Army Uniforms and Insignia. (Cited in paras 3-2, 4-4, and 4-7.)

**AR 735-5**

Policies and Procedures for Property Accountability. (Cited in para 14-16.)

**CTA 50-909**

Field and Garrison Furnishings and Equipment. (Cited in para 4-5.)

**DAGO 2002-3**

Assignment of Functions and Responsibilities within Headquarters, Department of the Army. (Cited in para 1-5s.)

**DOD 5500.7-R**

Joint Ethics Regulation. (Cited in paras 4-4 and 14-8.)

**DODD 1300.17**

Accommodation of Religious Practices Within the Military Services. (Cited in para 3-1.)

**DODD 1304.19**

Appointment of Chaplains for the Military Services. (Cited in paras 6-2 and 8-2.)

**DODD 1332.31**

Administrative Separation of Chaplains Upon Loss of Professional Qualifications. (Cited in para 8-9.)

**DODD 5120.8**

Armed Forces Chaplains Board Charter. (Cited in para 5-3.)

**DODD 7000.14-R**

Department of Defense Financial Management Regulation (Civilian Pay Policy and Procedures.) (Cited in para 14-2.)

**DODI 1015.1**

Establishment, Management, and Control of Nonappropriated Fund Instrumentalities. (Cited in para 14-1.)

**DODI 1402.5**

Criminal History Background Checks on Individuals in Child Care Services. (Cited in para 5-7.)

**DOD 4160.21-M**

Defense Materiel Deposition Manual (Cited in para 14-9.)

**FAR**

(Cited in paras 5-4 and 14-13.) (<http://www.arnet.gov/far/>)

**FM 100-22**

Installation Management. (Cited in para 4-5.)

**FM 101-5**

Staff Organization and Operations. (Cited in para 4-5.)

**JFTR VOL I**

(Cited in para 4-6.) (<http://www.dtic.mil/perdiem/trvlregs.html>)

**NGR 350-1**

Army National Guard (NGB-ARO.) (Cited in para 7-5.) (<http://www.ngbpdc.ngb.army.mil>)

**10 USC 3547**

(Cited in para 4-4.) (<http://www.gpo.access.gov>)

**10 USC 3581**

(<http://www.gpo.access.gov>)

**18 USC 209**

(<http://www.gpo.access.gov>)

**Section II****Related Publications**

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

**AR 600-8-10**

Leaves and Passes

**AR 600-8-29**

Officer Promotions

**AR 608-10**

Child Development Services

**AR 710-2**

Inventory Management Supply Policy Below the Wholesale Level

**DA Pam 165-17**

Chaplain Personnel Management

**DA PAM 600-25**

U.S. Army Noncommissioned Officer Professional Development Guide

**10 USC 3073**

(<http://www.gpo.access.gov>)

**10 USC 3547**

(<http://www.gpo.access.gov>)

**Section III**

**Prescribed Forms**

This section contains no entries.

**Section IV**

**Referenced Forms**

**DA Form 1059**

Service School Academic Evaluation Report

**DA Form 11-2-R**

Management Control Evaluation Certification Statement

**DA Form 1756-R**

Chaplains' Fund Purchase Order/Receiving Record

**DA Form 5505**

Chaplain/Chaplain Assistant Training Record

**DD Form 1391**

FY, Military Construction Project Data

**DD Form 2088**

Ecclesiastical Endorsement Agent Certification

## **Appendix B Management Control Evaluation Checklist**

### **B-1. Function**

The function covered by this checklist is Contracting for Civilian Clergy Services.

### **B-2. Purpose**

The purpose of this checklist is to assist assessable unit managers, Management Control Administrators (MCAs), and Chaplaincy Resources Managers in evaluating the key management controls outlined below. It is not intended to cover all controls.

### **B-3. Instructions**

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

### **B-4. Test questions**

- a.* Does the nonpersonal services contract have service definitions that clearly define the nature of the services to be performed?
- b.* Does the contract state services to be performed in terms of number of services or products times the applicable rate?
- c.* Has the MACOM Staff Chaplain granted an exception to policy to contract for civilian clergy?
- d.* Has the contract been reviewed by the Staff Judge Advocate for legal sufficiency and tax implications as a nonpersonal services contract?

### **B-5. Supersession**

This checklist replaces the checklist for “Chaplain Activities-Contracting for Civilian Clergy Services” previously published in DA Circular 11-93-2.

### **B-6. Comments**

Help to make this a better tool for evaluating management controls. Submit comments to: Office of the Chief of Chaplains, ATTN: DACH-IMB, 2700 Army Pentagon, Washington DC 20310-2700.



## **Appendix C Management Control Evaluation Checklist**

### **C-1. Function**

The function covered by this checklist is Nonappropriated Chaplains' Fund Operations.

### **C-2. Purpose**

The purpose of this checklist is to assist assessable unit managers, Management Control Administrators (MCAs), and Chaplaincy Resources Managers in evaluating the key management controls outlined below. It is not intended to cover all controls.

### **C-3. Instructions**

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

### **C-4. Test questions**

- a.* Are offerings counted by at least two persons immediately upon removal from public view and substantiated by a signed offering control report?
- b.* Do the number of offering control reports correspond with the number of services?
- c.* Are cash receipts, petty cash, deposits in transit, and all other monies secured in an approved and locked safe?
- d.* Are invoices paid within 30 days of the invoice date?
- e.* Are all contracts reviewed for legal sufficiency and tax implications as nonpersonal services contracts?
- f.* Is maximum competition sought on all nonpersonal service contracts?
- g.* Are all NAF Chaplains' Fund contracts over \$25,000 forwarded to the MACOM for approval?
- h.* Are bookkeeping duties segregated from the offering counting and performed by different persons?
- i.* Does the Fund Manager open and review all mail addressed to the Fund?
- j.* Are all bank accounts (statements) reconciled each month by the Fund Manager?
- k.* Are the bank statements reconciled each month to the general ledger?
- l.* Are the records of the fund inspected at least monthly?
- m.* Is nonexpendable property inventoried at least once per year?

### **C-5. Supersession**

This checklist replaces "Chaplain Activities-Nonappropriated Chaplains' Fund Operations" previously published in DA Circular 11-93-2.

### **C-6. Comments**

Make a better tool for evaluating management controls by submitting comments to: ATTN DACH-IMB, Office of the Chief of Chaplains, 2700 Army Pentagon, Washington, DC 20310-2700.

## **Glossary**

### **Section I Abbreviations**

**AC**

Active Component

**ACCP**

Army Correspondence Course Program

**ACIF**

Army Central Insurance Fund

**ACPE**

Association for Clinical Pastoral Education

**ACT**

Advanced Civil School

**ADL**

Active duty list

**ADSO**

Active Duty Service Obligation

**ADT**

active duty training

**AERB**

Army Educational Requirements Board

**AERS**

Army Educational Requirements Systems

**AFCB**

U.S. Armed Forces Chaplains Board

**AGR**

Active Guard Reserve

**AIT**

advanced individual training

**AMDF**

Army Master Data File

**AMOPES**

Army Mobilization and Operations Planning and Execution System

**ANCOC**

Advanced Noncommissioned Officer Course

**AOC**

area of concentration

**APF**

appropriated funds

**ARCOM**

United States Army Reserve Command

**ARNGUS**

Army National Guard of the United States

**AHRC**

Commander, U. S. Army Reserve Personnel Command

**ASI**

additional skill identifier

**AT**

active training

**BCHT**

Basic Chaplain Training

**BMG**

budget and manpower guidance

**BNCOC**

Basic Noncommissioned Officer Course

**CAEP**

Chaplain Advanced Education Program

**CAR**

Chief, Army Reserve

**CARSS**

Chaplain Automated Religious Support System

**CAS3**

Combined Arms and Services Staff School

**CCH**

Chief of Chaplains

**CD**

Certificates of Deposit

**CDS**

Child Development Services

**CFLC**

Chaplain Family Life Centers

**C&GSC**

Command and General Staff College

**CHOAC**

Chaplain Officer Advanced Course

**HOBC**

Chaplain Officer Basic Course

**CMRP**

Command Master Religious Plan

**CNGB**

Chief, National Guard Bureau

**COA**

chart of account

**CONUS**

continental United States

**CONUSA**

the numbered armies in the continental United States

**CPBAC**

Chaplaincy Program Budget Advisory Committee

**CPE**

Clinical Pastoral Education

**CPTC**

Clinical Pastoral Training Center

**CRM**

Chaplaincy Resources Manager

**CRTs**

Chaplain Recruitment Teams

**CSA**

Chaplaincy Support Activity

**CTA**

common table of allowances

**CVI**

Conditional Voluntary Indefinite

**DA**

Department of the Army

**DACs**

Department of the Army Civilians

**DAEN**

Department of the Army Engineers

**DCSIM**

Deputy Chief of Staff for Information Management

**DCS, G-1**

Deputy Chief of Staff, G-1

**DLA**

Defense Logistics Agency

**DOD**

Department of Defense

**DODI**

Department of Defense Instruction

**DOIM**

Director of Information Management

**DOPMA**

Defense Officer Personnel Management Act

**DOR**

date of rank

**DRE**

Director of Religious Education

**EAD**

entry on active duty

**EER**

Essential Elements of Religion

**FAR**

Federal Acquisition Regulation

**FOA**

field operating agency

**FORMDEPS**

U.S. Forces Command Mobilization, Deployment and Execution System

**FORSCOM**

Forces Command

**FY**

fiscal year

**GS**

General Schedule

**GSA**

General Services Administration

**HQ**

Headquarters

**IAW**

in accordance with

**IDT**

inactive duty training

**IMA**

Individual Mobilization Augmentee

**IMO**

Information Management Officer

**IMP**

Information Management Plan

**IMT**

Installation Ministry Team

**IRR**

Individual Ready Reserve

**LEM**

Lay Eucharist Minister

**LIFT**

Logistics, Information, and Financial Training

**MACOM**

major Army Command

**MARKS**

Modern Army Record-keeping System

**MCP**

Management Control Program

**MEDCOM**

U.S. Medical Command

**MEL**

Military Education Levels

**METL**

Mission Essential Task List

**MOBTDA**

mobilization table of distribution and allowances

**MOS**

military occupational specialty

**MRD**

mandatory removal data

**MS**

Mobilization Station

**MSC**

major subordinate command

**MTOE**

modification table of organization and equipment

**MWR**

morale, welfare and recreation

**NAF**

nonappropriated fund(s)

**NAFI**

Nonappropriated fund instrumentality

**NCO**

noncommissioned officer

**NCOES**

Noncommissioned Officer Education System

**NCOIC**

Noncommissioned officer in charge

**NGB**

National Guard Bureau

**NMS**

Nonappropriated Fund Management System

**NPS**

Nonpersonal Services

**NSN**

national stock number

**OBV**

obligated volunteer

**OCCH**

Office of the Chief of Chaplains

**ODCSOPS**

Office of the Deputy Chief of Staff for Military Operations and Plans

**OMA**

Operation and Maintenance, Army

**OMPF**

official military personnel file

**OPMD**

Officer Personnel Management Directorate

**OTRA**

other than Regular Army

**PBO**

property book officer

**PCS**

permanent change of station

**PMAD**

Personnel Management Authorization Document

**POC**

point of contact

**PPBES**

planning, programming, budgeting, and execution system

**RA**

Regular Army

**RC**

Reserve Components

**REF**

religious education facility

**RIMP**

Risk Management Program

**ROPMA**

Reserve Officer Personnel Management Act

**RSA**

religious support area

**SI**

skill identifier

**SOP**

standing operating procedure

**SSI**

specialty skill identifier

**STARC**

State Area Command

**STE**

short-term extension

**TAADS**

The Army Authorization Documents System

**TDA**

tables of distribution and allowances

**TDY**

temporary duty

**TOE**

tables of organization and equipment

**TPU**

troop program unit

**TRADOC**

U.S. Army Training and Doctrine Command

**TTHS**

trainees, transients, holdees, students

**UMT**

Unit Ministry Team

**USACHCS**

United States Army Chaplain Center and School

**USACSSA**

United States Army Chaplaincy Services Support Agency

**USAMC**

United States Army Materiel Command

**USAR**

United States Army Reserve

**USARC MSC**

United States Army Reserve Command Major Subordinate Command



**USAREC**

United States Army Recruiting Command

**USARPAC**

United States Army Pacific Command

**USASOC**

United States Army Special Operations Command

**USC**

United States Code

**USDB**

U.S. Disciplinary Barracks

**VI**

Voluntary Indefinite

**VOQ**

visiting officers quarters

**Section II****Terms****Accounting period**

One calendar month.

**Accounting year**

The fiscal year, as determined by DA.

**Activity room**

A multipurpose space in or near a chapel set aside for religious and fellowship activities related to the chapel program. A kitchen facility will be a part of or located near the activity room.

**Administrative office**

A private office in a chapel or troop area set aside for the chaplain for administrative and pastoral counseling activities. Separate and private administrative space adjacent to the chaplain's office will be provided for the reception of visitors and use by the chaplain assistant.

**Alternate/Assistant custodian**

When appointed by the commander, acts in the fund custodian's temporary absence (not to exceed 60 days).

**Appropriated funds (APF)**

Monies made available to the military departments by the Congress of the United States. The purposes for which funds are appropriated are specified by the Congress in its appropriation acts.

**Assembly room**

The same as an activity room except it is located in a religious education facility and supports the religious education programs.

**Battle fatigue**

A stress reaction with fear as its biggest factor, brought about by extended exposure to a combat situation. A nonmedical term, it implies a 'condition process.' A breakdown of the soldier's inner resources.

**Casualty insurance**

Insurance that covers a liability imposed on the organization through legal determination or through the acts of one's employees. Included are general or tort liability, automobile and aircraft liability, workers' compensation, and fidelity losses.

**Chancel**

The part of the chapel containing the altar, pulpit, lectern, and seats for the clergy. It may include the choir area and baptismal font (tank) in some chapels.

**Chapel**

Any U.S. Government-owned building on land owned or held under lease or other right of occupancy especially designed for religious services. A chapel may also be a space designated within a larger facility.

**Chapel center facility**

A chapel with administrative offices, kitchen, and religious education facilities, and any areas in buildings officially designed for regularly scheduled religious programs. Construction categories (category codes) for chapel facilities are in AR 415-28.

**Chapel family life center**

A full-time family ministry center that is staffed with specially trained personnel to provide a theologically based ministry to families, with an emphasis on relationship issues. These centers are supervised by the installation chaplains and supported by the local Command Master Religious Plan.

**Chaplain candidate**

A seminarian or seminary graduate commissioned in the United States Army in the grade of second lieutenant, who is enrolled in an Army training program to prepare one for the United States Army chaplaincy.

**Chaplain training manager**

A chaplain at installation or division level who plans, coordinates, supervises, and manages a comprehensive chaplain, chaplain assistant, and religious volunteer training program.

**Collective Protestant worship**

Worship conducted in a form congruent with the traditions of various Protestant denominations, in which members of these faith groups collectively worship in a common bond of fellowship, compatible with their individual expressions of faith.

**Command Master Religious Plan (CMRP)**

A comprehensive religious program designed to meet the religious needs of an installation for a fiscal year. The Command Master Religious Plan supports Army goals, Total Chaplaincy Goals, and local command goals to meet the religious needs of all personnel of the installation.

**Communications, utilities, and rents**

Items provided through appropriated fund support. Chaplain funds normally will not expend monies for these items except for rental of equipment.

**Consolidated chaplains' fund**

A single accounting entity that administers several distinctive faith group, denominational, chapel, special purpose, or unit subsidiary accounts.

**Current assets**

Cash, savings, and investments.

**Current liabilities**

Financial obligations of the fund. (In a cash accounting system there are no true accrued liabilities.)

**Custodian (Fund Manager)**

An individual appointed by written authority to a post of responsibility and trust to exercise administrative and executive control of a chaplains' fund and charged with accountability for the NAF resources thereof.

**Designated offerings**

Special-purpose collections received for missionary, benevolent, and philanthropic purposes in a chapel service or other religious activity that have been approved by the CPBAC and announced to the congregation, parish, or community before collection. (Hard copy of the announcement should be included in the receipt voucher.)

**Disbursements**

See expenditures.

**Distinctive Faith Group**

Any religious body or group, voluntarily united in practice of their faith, by commonly held distinctive religious convictions and mutual adherence to doctrines requiring worship separate from other religious groups, either as a matter of regular practice or by preference.

**DOD personnel**

Military personnel (including retired members and reservists on active duty for training) and DOD civilian employees paid from appropriated and nonappropriated funds.

**Ecclesiastical endorsement**

An endorsement provided to a member of the clergy from a denominational headquarters that is recognized by the Armed Forces Chaplain Board. This endorsement allows civilian clergy to provide denominational ministrations within the military community when the provisions of subparagraph 5–2a and b of this regulation are met.

**End of tour questionnaire**

An assessment of the quality of a given training experience to be submitted by chaplain candidates.

**Expendable supplies**

Supplies and materials that are either expended or consumed through use, are joined with other property and have no separate entity, or have a per unit value of less than \$50 dollars.

**Expenditures**

Payments or disbursements made from the fund in cash or by check for authorized purposes, to include property, supplies, services, and contracts; honoraria, payroll, taxes and assessments; insurance premiums and fidelity bonds; and disbursements of authorized designated offerings and grants.

**Expenses**

The cost to the fund of doing business, to include all expenditures.

**Family life ministry**

The portion of the chaplaincy's total ministry that provides pastoral care to soldiers and their families through the entire life cycle of the family. All chaplains provide this ministry.

**Fiscal year (FY)**

The calendar period, as determined by DA, used for appropriated fund budgeting. Currently the fiscal year begins 1 October and ends 30 September.

**Fixed asset**

An item that keeps its original identify and has a purchase cost of \$500 or more.

**Fund council**

A representative governing body of active Federal personnel (military members or DOD civilian employees) appointed to exercise general supervision for the commander and direct specific actions in the management of the chaplains' fund.

**Fund manager**

See Custodian.

**Grants**

Transfers of money from fund assets (not involving receipt of goods or services) that were not received as designated offerings.

**Income**

Cash, checks, or other negotiable instruments received by the fund.

**Installation**

Used interchangeably with, and in place of, command, post, unit, community, and/or activity in this regulation.

**Joint-use chapel facility**

A special building category which incorporates under one roof, or by proximate location, distinctive nonsimilar functional activity areas. An example is a religious education/child care center.

**Narthex**

A vestibule leading to the nave of a chapel.

**Nave**

The main part of the interior of a chapel, often called a sanctuary.

**Net worth**

The financial cash position (petty cash, cash in bank, and investments) of the fund at the close of each calendar month and fiscal year.

**Nonappropriated fund instrumentality (NAFI)**

An integral DOD organizational entity that performs an essential U.S. Government function (in the case of a chaplains' fund, to receive, account for, and disburse offerings received at religious activities on a military installation). As a fiscal entity, it maintains custody of and control over its nonappropriated funds. It is responsible for the prudent administration, safeguarding, and use of its funds. It is not incorporated under the laws of any State or the District of Columbia and enjoys the legal status of an instrumentality of the United States.

**Nonappropriated funds (NAF)**

Cash and other assets received by NAFIs from sources other than monies appropriated by the Congress. NAFs are U.S. Government funds used for the collective benefit of those who generate them: military personnel, their family members, and authorized civilians. The funds are separate and apart from funds that are recorded in the books of the Treasurer of the United States.

**Nonexpendable property**

Property that either retains its original identity and is not consumed in normal use, or has a per unit value of \$50 or more. It should be entered in the fund property record.

**Nonpersonal service contract**

A contract for an end product or service. Under this type of contract, NAFI personnel have no authority to instruct or supervise the contractor or his or her employees. The contract itself establishes the qualifications and standards of performance.

**Pastoral counseling**

Counseling provided by the clergy. It involves spiritual elements of a person's problem and ministering to persons through the spiritual dimension of the issue or problem.

**Petty cash**

A fixed amount of cash set aside for the cash payment of minor expenditure requirements.

**Practical training experiences**

Specific designated training experiences conducted on Active Army installations or designated specialized training agencies.

**Private organization**

A self-sustaining non-Federal entity constituted or established and operated on a DA installation by individuals acting outside any official capacity as officers, employees, or agents of the Federal U.S. Government or its instrumentalities. It may be incorporated or unincorporated; it must have the written consent of the installation commander or higher command authority to operate on a DA installation.

**Receipts**

Monies, checks, and other negotiable instruments received by the fund. (Also, see Income.)

**Religious education**

The teaching and training of religious doctrine and principles.

**Religious education facility**

Any separate building or space within a larger building designated for holding religious education classes and other

activities related to the spiritual and moral welfare of the command. Normally, this facility includes classrooms, assembly space, a kitchen, administrative office space, and storage areas.

**Religious ministry**

Ministry provided to members of the military community through pastoral care, worship, religious education, sacraments, rites, and other religious ministrations of the church. Religious installation is normally provided by a military chaplain.

**Request for quotations**

Request for an oral or written quotation that stipulates the price and condition for a product or service.

**Spiritual**

As used in this regulation, a term not limited to any specific religious definition of spirituality, but including qualities and values associated with the human spirit in general.

**Statement of intention**

A statement signed by a chaplain candidate declaring his or her intention to accept a commission as a chaplain and serve a minimum of 3 years of active duty if needed.

**Subsidiary account**

A detailed separation of receipts and expenditures by denomination, chapel, unit, special purpose, organization, or distinctive faith group. A consolidated fund will normally have several subaccounts.

**Unit of ministry**

A term to describe a discrete, quantifiable, end product type of service performed, for which a rate of remuneration may be established. A unit of ministry may be defined in terms of completion of specific tasks or as a period of time for performance of a task or tasks.

**Unit ministry team (UMT)**

A task-organized, mission-based team, normally consisting of one chaplain and one chaplain assistant, designed to provide for and enhance the specified religious, spiritual, and ethical needs of soldiers in accordance with command responsibilities.

**Vestment**

One of the articles of ceremonial attire and insignia worn by the clergy as appropriate to the rite being celebrated.

**Volunteer workers**

Persons who give of their time and abilities toward the religious programs of the military community. Normally, work in the religious program incorporates the principles of stewardship and spiritual growth for the volunteers.

**Section III**

**Special Abbreviations and Terms**

This section contains no entries.

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