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Army Regulation 165–20

Religious Activities

Duties of Chaplains and Responsibilities of Commanders

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10 May 1985

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What is this?

You have just opened a new type of UPDATE publication.

In the future all administrative regulations and some DA pamphlets will be converted from the standard, two-column looseleaf format to the three-column UPDATE format.

Some UPDATE publications will be published separately like this one, while others will be organized as functional handbooks -- like the Unit Supply UPDATE handbook already in use in supply rooms throughout the Army. In all instances, users will not be required to post changes. They will always receive a fresh, up-to-date "posted" copy to make their jobs easier. Use of modern, computerized typography in UPDATE publishing gives the Army the ability to do this along with the potential for tremendous cost savings by freeing units from the time-consuming task of maintaining looseleaf publications.

In addition to a new format, UPDATE publications include some unique features as follows:

o Summary of Change. Every UPDATE issue contains a Summary of Change. In the first printing of a book, the summary outlines the major topics covered by the publication. In subsequent printings, the summary outlines the major changes that have been made to the publication. Look for this summary in the front of every issue. It should help you "zero in" on areas that need your immediate attention.

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The Editors

SUMMARY of CHANGE

AR 165-20
Duties of Chaplains
and Responsibilities of Commanders

This revision updates the guidance for unmarried chaplains on housing and weight allowances (para 1-14). It expands the religious duties of chaplains (para 2-1) and changes the rates and requirements for the contracting of civilian clergy (para 2-7). In addition, it provides guidance for volunteer workers in the religious program (para 2-8) and outlines procedures for the use of denominational service leaders (para 2-9). It adds a glossary that provides abbreviations and terms.

UPDATE Change Highlighting

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Text as it appeared in the last UPDATE issue:	*Restructured change text* as it appears in this UPDATE issue:	*Fresh* text as it will appear in the next UPDATE issue:

Chapter 1
Introduction

1–1. Purpose

a. This regulation establishes the Army Files Maintenance and Disposition Program. It prescribes policy, procedures, and responsibilities for—the Army functional Files System (TAFFS), systematic identification, maintenance, retirement, and destruction of Army records, establishment and operation of records holding areas (RHA) and overseas command record holding areas (OCRHA), and the reporting requirements for TAFFS.

b. This regulation also establishes legal authority for the destruction of all nonpermanent Army records.

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Supersession Notice: This UPDATE publication supersedes the standard format bound edition of AR 165–20 dated 15 October 1979.

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Editorial Comments: This UPDATE publication contains editorial comments that are not in the original standard version. These comments were inserted when there was a need to clarify the placement of an element of text (for example, the location of a table). These comments are set in bold italic type and enclosed in parentheses.

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Headquarters
Department of the Army
Washington, DC
10 May 1985

*Army Regulation 165–20

Effective 10 May 1985

Religious Activities

Duties of Chaplains and Responsibilities of Commanders

This UPDATE printing publishes a revision which is effective 10 May 1985. Because the structure of the entire revised text has been reorganized, no attempt has been made to highlight changes from the earlier regulation dated 15 October 1979.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

DONALD J. DELANDRO
Brigadier General, United States Army
The Adjutant General

Summary. This regulation on the duties of chaplains and responsibilities of commanders has been revised. It prescribes policies concerning the professional status of chaplains, the qualifications and responsibilities of chaplains and other religious ministry personnel, the responsibilities of commanders regarding religious practices, religious services and activities on military installations, and religious facilities and logistical support. This regulation has been revised to update policy on chaplain responsibilities, housing for unmarried chaplains, contracting of civilian clergy and other religious education specialists, staff duties, and denominational service leaders.

Applicability. This regulation applies to the Active Army, the Army National Guard (ARNG) and the U.S. Army Reserve (USAR).

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Supplementation. Supplementation of this regulation is prohibited without prior approval from HQDA(DACH–PPC), WASH DC 20310–2700.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office of the Chief of Chaplains. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA(DACH–PPC), WASH DC 20310–2700.

Distribution: Active Army, ARNG and USAR: A

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*This regulation supersedes AR 165–20, 15 October 1979.

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Glossary

Chapter 1
Introduction

1–1. Purpose
This regulation establishes the policies, duties, and responsibilities for meeting the religious and spiritual needs of military installations.

1–2. References
Required and related publications and prescribed 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.

1–4. Responsibilities
a. The Chief of Chaplains (CCH) has staff supervision over chaplains and religious activities throughout the Army. The Chief of Chaplains will—

(1) Establish plans, programs, and policies for the Army Chaplaincy. (See AR 10–5.)

(2) Publish the Chief of Chaplains Goals and Objectives on an annual basis. This will be a mission statement in a tasking format which represents end results or the future state which the Chaplaincy is committed to achieve.

(3) Ensure the acquisition, assignment, and reassignment of personnel to support total chaplaincy goals.

(4) Ensure the acquisition of equipment and facilities to support total chaplaincy goals.

(5) Provide for the professional training of Army chaplains.

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

(1) Analyze, design, and develop individual and collective chaplain professional training and training material.

(2) Conduct and support resident and exportive training as directed by the Commander of U.S. Army Training and Doctrine Command (TRADOC) and the Chief of Chaplains. (See AR 351–27.)

(3) Coordinate tasking through CG, TRADOC when significant resources are involved.

c. The President, U.S. Army Chaplain Board (USACHB) will—

(1) Develop programs in support of religious and moral activities of the Army. (See AR 10–55.)

(2) Collect and provide information regarding current needs of Army personnel and their families as they relate to chaplain activities.

(3) Provide chaplain consultant services to chaplains throughout the Army.

(4) Assist the Chief of Chaplains in developing concepts of ministry and professional guidelines for chaplains and religious activities.

(5) Recommend certifications to the Chief of Chaplains for Directors of Religious Education (DREs).

d. Major Army command (MACOM) staff chaplains will be responsible for the technical supervision of the religious program implementation at installation level.

e. Commanders will—

(1) Provide necessary support for the religious, spiritual, moral, and ethical requirements of all personnel within the command.

(2) Assist personnel in the reasonable exercise of their religion.

(3) Furnish chaplains with facilities and transportation in performing their duties.

1–5. Professional status of chaplains
a. Army chaplains have dual roles as religious leaders and staff officers. Their duties are prescribed by law under section 3547, title 10, United States Code (10 USC 3547) and section 3581, title 10, United States Code (10 USC 3581) and regulations, and are modified by their religious requirements, the mission, and distinctive conditions of the Army. In the performance of their duties, chaplains have authority to exercise operational supervision and control. (See AR 600–20, para 3–12d.)

b. It is recommended that the chaplain be placed on the personal staff of the commander and be given direct access to the commander. (See AR 5–3, para 4–3, and AR 10–5, para 2–35.) The chaplain also serves on the special staff of the commander. (See AR 10–5, para 2–31.)

c. The chaplain is a fully qualified member of the clergy of a religious body. Service as a chaplain depends on the endorsement of the chaplain's religious body. (See AR 601–70 for procedures on voluntary active duty with the Army Chaplaincy.)

d. Chaplains are noncombatants. (See Protocol I, Article 43 of the Geneva Conventions, DA Pam 27–1, and DA Pam 27–1–1.) They will not be required to bear arms. (See AR 310–34, para 4–3a(2).)

e. All chaplains will be addressed or referred to, orally or in writing, as "Chaplain," regardless of military rank or professional title. When addressed in writing, the chaplain's rank will be indicated in parentheses; for example, Chaplain (MAJ) John E. Doe. (See AR 600–20, para 1–6b.)

1–6. Privileged communications
a. Privileged communication means that communications between a chaplain and a soldier or a family member are guarded with the seal of trust and confidentiality.

b. Privileged communication, as an evidentiary rule, is addressed in the Manual for Courts-Martial (MCM).

c. Questions concerning the nature or disclosure of communications to chaplains under the military rules of evidence should be addressed to a Staff Judge Advocate.

1–7. Public worship
Chaplains are required by law to hold religious services for members of their assigned command. (See 10 USC 3547.) Chaplains will coordinate arrangements for religious services with commanders.

1–8. Chaplain attire
Religious services are a duty function for the chaplain. A chaplain may wear the military uniform, vestments, or other appropriate attire established by church law or denominational practice when conducting religious services. In addition, the chaplain's scarf, stole, or tallit may be worn with the uniform, vestments, or other appropriate attire when conducting services. (See AR 670–1, para 11–6.)

1–9. Types of chaplain ministry coverage
a. Unit coverage. This coverge will be of a general religious and moral nature to a unit of assignment. Each chaplain will minister to the personnel of a unit of assignment and facilitate the free exercise rights of all personnel, regardless of religious affiliation of either the chaplain or the unit member.

b. Denominational coverage. Each chaplain will provide denominational ministry to members of his or her faith. Specific coverage of Protestant denominations will be provided as the distribution of Protestant chaplains, unit coverage, area coverage, and good order allow.

c. Area coverage. Each chaplain extends religious and moral coverage beyond his or her assigned unit to minister to all personnel within the command's geographical area or as specified in area coverage plans.

1–10. Sacraments, ordinances, and services
a. Chaplains will conduct or arrange for burial services at the interment of active members of the military service and their eligible family members at the request of survivors. If time, funds, and regulations permit, and at the request of survivors, chaplains may conduct or arrange for burial services at the interment of military retirees and their eligible family members.

b. Chaplains may perform the marriage rite if they abide by the marriage laws of the State or country where the marriage is to take place, and if the requirements of the officiating chaplain's denomination and local chaplain standing operating procedures are met. Chaplains may not perform marriage ceremonies overseas unless all parties comply with directives issued by the military command or higher headquarters. (See AR 600–240 and AR 608–61.)

c. Chaplains will not be required to perform sacraments, ordinances, and services that are in variances with the tenets or practices of their religion.

d. Chaplains will not accept fees for performing ministrations, sacraments, and ordinances which are part of their official duties.

1–11. Military and patriotic ceremonies
Military and patriotic ceremonies may include an invocation, reading, prayer, or benediction. They will not be conducted or considered as religious services but as military ceremonies. A chaplain will not be

required to offer a prayer when doing so would be in variance with the tenets or practices of his or her religion.

1–12. Professional and technical communications

Chaplains are authorized to communicate with each other and with the Office of the Chief of Chaplains on professional, ethical, or related matters without recourse to command channels. Communications directed to the Chief of Chaplains will be sent through technical channels. (See AR 310–25 and AR 600–20, para 2–2.) Staff chaplains will solve problems and resolve issues at the lowest possible echelon.

1–13. Office space

The chaplain will be given private office space to ensure confidentiality in the performance of duty.

1–14. Housing for unmarried chaplains

Unmarried chaplains and chaplains on an "all others" tour or dependent-restricted tour, regardless of grade, will be provided a private apartment consisting of at least a bedroom, bathroom, living room, and kitchen or kitchenette. If this apartment is unacceptable to the chaplain, the chaplain is authorized to compete for family housing in accordance with AR 210–50. Temporary use of visiting officers quarters (VOQ) may also be authorized under the provisions of AR 210–11. In oversea 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 JTR, Vol I, chap 9, and AR 55–71, para 5–8*b*, for dislocation and transportation allowances.)

1–15. Permissive temporary duty

Permissive temporary duty is authorized for chaplains to attend and participate in spiritual retreats and religious activities, conferences, seminars, or similar meetings to enhance their professionalism for service in the Army. Requests for permissive temporary duty will be in accordance with AR 1–211, AR 630–5, and the guidelines and policies of the Chief of Chaplains. The supervisory chaplain must recommend approval/disapproval on all requests for permissive temporary duty. Normally, permissive temporary duty will be restricted to 10 days per year.

1–16. Professional development

Professional development training for chaplains and chaplain assistants (CAs) will be in accordance with AR 351–27 and AR 611–201, the Chief of Chaplain's Goals and Objectives, and other published guidance. Senior staff chaplains at installations, divisions, and separate commands will develop a comprehensive chaplain section training plan. Annual professional development and training objectives will be prepared by each chaplain and CA in coordination with the appropriate supervisor. The chaplain training manager will manage initiatives and programs that support the training plan. Training funds are authorized for support of chaplain and CA training.

1–17. Reports

a. Formal and informal recurring and intermittent reports and information will be required from MACOM staff chaplains. Requests for reports and information will normally be initiated through technical channels.

b. Chaplains on active duty or active duty for training and authorized civilian clergy will report all rites performed on military installations to appropriate civil and religious authorities as required.

1–18. Funds

Appropriated and nonappropriated funding for religious activities is covered in AR 36–75, AR 37–100–XX, and AR 230–36.

Chapter 2
Duties and Qualifications of Chaplains and Other Religious Ministry Personnel

2–1. Religious duties

a. General. The chaplain provides for the religious ministry, pastoral care, and the moral well-being of the military community. All chaplains provide unit, area, and denominational coverage. They provide for the nurture and practice of religious beliefs, traditions, and customs to strengthen the spiritual lives of soldiers and their families. They assist the command in the development and implementation of religious programs and activities and provide professional advice and counsel on religious, moral, and ethical issues. Chaplains shall carry out a comprehensive program of religious activities for soldiers and their family members. They will provide encouragement and assistance to personnel of all faiths in building a community in which all religious beliefs are respected.

b. Religious services. Roman Catholic, Jewish, and Orthodox chaplains are required to conduct denominational services for personnel of their faith. All Protestant chaplains are required to conduct collective Protestant worship services. Protestant denominational services are authorized but have lower priority for scheduling. Protestant denominational services conducted by chaplains have scheduling priority over Protestant denominational services conducted by others.

c. Religious education. The chaplain is responsible to the commander for the religious education program. The staff chaplain will integrate the religious education efforts of subordinate chaplains into the master religious program.

d. Pastoral care. Chaplains will contribute to the spiritual well-being of individuals and families of the command by—

(1) Developing a pastoral relationship with members of the command by taking part in command activities, visiting soldiers during duty hours and off-duty hours, and calling on families in their homes.

(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 and assisting in resolving family difficulties.

(4) Conducting programs for youth and young soldiers to provide for their moral, spiritual, and social development.

(5) Providing social activities with a religious and spiritual orientation.

(6) Contributing to the rehabilitation of persons in confinement through worship services, pastoral activities, and by cooperating with other members of the staff and interested boards and committees. Chaplains will provide pastoral counseling for personnel involved in court-martial proceedings who are held in maximum security confinement and with personnel in foreign civil confinement facilities. (See AR 190–47, para 8–1, and AR 600–40, para 5.)

(7) Supporting sick and injured soldiers and their families through hospital and private visitations, pastoral counseling, religious ministrations, and other spiritual aid and assistance.

(8) Planning for and expediting the religious aspects of the moral leadership goals of the command or unit.

(9) Participating in drug and alcohol treatment and rehabilitation programs.

(10) Developing activities specifically designed to meet emerging needs at the installation or unit level.

(11) Providing pastoral counseling in Chapel Family Life Centers and through family life ministry.

2–2. Staff duties

a. Chaplains perform the duties of personal and special staff officers. They provide information for the commander, make continuing studies for planning, and submit recommendations to the commander on their own initiative or in response to directives.

b. Chaplains perform the following duties as they apply to the mission of the command:

(1) Advise the commander and staff on matters of religion, morals, and morale as affected by religion.

(2) Plan and conduct chaplain section combat training and ministrations.

(3) Advise the commander on the assignment of chaplains and CAs within the command.

(4) Inform the commander and staff of the religious needs of all assigned personnel and provide or plan for these needs.

(5) Coordinate religious services or observances as approved by the commander.

(6) Supervise all religious ministries and the use of facilities as approved by the commander.

(7) Advise the commander and staff in planning and programming related to the moral and ethical quality of leadership, the care of people, religion, chaplain and CA personnel matters, and related funding data within the command.

(8) Recommend to the commander ways of presenting chaplain activities to the public.

(9) Coordinate matters such as site plans, justification data, priorities, programming, and funding for construction of chapels.

(10) Supervise the use and maintenance of chapels and equipment and ensure that chaplains and chapels are furnished with authorized equipment. (See AR 310–34, para 4–9, and CTA 50–909.)

(11) Establish priorities for appropriated fund budgets and manage facilities, equipment, ecclesiastical and administrative supplies, and other resources to support the command's religious ministry program.

(12) Plan and supervise the professional development of chaplains and CAs. (See AR 351–27.)

(13) Advise the commander on emerging or unfamiliar religious groups within the command.

(14) Establish and maintain liaison with staff chaplains of higher, equal, and subordinate headquarters, the other military services, Government agencies, the Armed Forces of allied nations, and officials of civilian churches and other religious organizations.

(15) Supervise the establishment and operation of chapel parish councils and other staff and parish development programs.

(16) Integrate chaplain activities into the overall program of the command.

(17) Institute an extensive and continuous program to encourage chaplain officer procurement.

(18) Prepare periodic evaluations for the commander on the spiritual and moral health of the command. This includes an evaluation of the ethical and humanitarian aspects of command policies, leadership practices, and management systems.

(19) Forward to HQDA(DACH–PER), WASH DC 20310, a copy of orders for awards and decorations presented to chaplains.

(20) Monitor the recommended adjustments to table of distribution and allowances (TDA), table(s) of organization and equipment (TOE), and modification table of organization and equipment (MTOE), for staff personnel.

(21) Receive, disburse, and account for nonappropriated chaplain funds.

(22) Serve in the rating chain of other chaplains and CAs. (See AR 623–105, app C.)

(23) Develop chaplain portion of the installation mobilization plans, unit operations plans and orders, and the installation mobilization TDA.

(24) Advise the commander and staff on chaplain affairs of the Army National Guard (ARNG) and the U.S. Army Reserve (USAR), and plan, supervise, and coordinate personnel and training matters related to Reserve Component Chaplain Readiness.

c. Chaplains may be assigned as instructors at service schools with additional duties for area and denominational coverage.

2–3. Senior staff chaplains

a. The senior staff chaplain of a command is normally the regularly assigned senior chaplain present for duty or the chaplain specifically designated for the position by the Chief of Chaplains.

b. The senior staff chaplain has authority to exercise operational supervision and control of the chaplains on the assigned installation in support of the commander's responsibility for the religious, spiritual, and moral well-being of personnel within the command.

c. The senior staff chaplain is responsible for the master religious program, leadership, supervision, training, and guidance of all chaplains, DREs, CAs, and civilian personnel assigned or attached to chaplain sections in the command.

2–4. Exercise of command

A chaplain has rank without command. (See 10 USC 3581.) Although chaplains may not exercise command, they have authority to exercise functions of operational supervision and control. (See AR 600–20, para 3–12*d*.)

2–5. Directors of Religious Education

a. Employment conditions.

(1) The local commander may employ an educational specialist to serve as the DRE under supervision of the staff chaplain. The position would be within authorized manpower ceilings, and subject to funding limitations. (See Federal Procurement Manual 213–C–1 and AR 690–700, para 2–3).

(2) The Chief of Chaplains must certify all candidates for DRE before employment. Local commanders will send request for certification on DA Form 4512–R (Data Sheet—Directors of Religious Education) (prepared by the applicant) through channels to the U.S. Army Chaplain Board, Fort Monmouth, NJ 07704–5510. DA Form 4512–R will be reproduced locally on 8 ½- by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation. Certification also requires an official transcript of undergraduate and graduate credits.

(3) Employment of a DRE will not affect the requirement for a chaplain. This requirement will continue according to established criteria.

(4) Directors of Religious Education will not, under normal circumstances, conduct worship services and will not under any circumstances assume responsibility for a worship service.

(5) Directors of Religious Education are required to provide guidance and direction for program design, curriculum selection, teacher training, management, and the administration of the religious education program of all religious groups.

b. Qualifications. The DRE will be required to have either of the following:

(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. These applicants must have 2 years of practical experience as a Director or Assistant DRE or a comparable position.

(2) A Master of Religious Education degree or its equivalent from an accredited graduate school.

c. Duties. The priority of duties is established by the staff chaplain and include—

(1) Development, selection, administrative and logistical support for curriculum, supplements, and supporting materials.

(2) Administration and management of the installation religious education program to include budget preparation, publicity, classroom, and equipment maintenance.

(3) Volunteer teacher and worker recruitment, training, and assignments.

(4) Religious education methodology training for chaplains and CAs.

(5) Program and curriculum development for special target groups as follows:

(a) Young soldiers.

(b) Youth.

(c) Hospitalized persons.

(d) Handicapped and other exceptional persons including those in the Exceptional Family Member Program.

d. Other religious education specialists. Contracting of religious education specialists or technicians other than DREs is an exception to the requirements of this regulation. Contracting of any person for positions normally or traditionally filled by volunteers is discouraged. All requests for contracting of religious education specialists or technicians other than DREs must meet the following criteria:

(1) A need must be demonstrated and it must be concluded that the position is definitely part of the religious program. It must not be a program or service such as Welcome Wagon, youth outreach, and those provided by other agencies such as Army Community Services, Information Tours and Travel, and Recreational Services.

(2) If the functions described in the contract are included in the job description of the chaplain or the CA, it must be shown that no active duty or Reserve Component military chaplain or CA of any service is available to perform the functions. The contract must then be a temporary expedient to meet a recognized requirement beyond the current manning level. That requirement can be shown by citing manpower survey findings or by showing an expansion of mission.

(3) The individual contracted must meet the requirements of the Federal Acquisition Regulations, Part 37.

(4) The individual will be paid only on a per service basis.

(5) The contract will be on an exception basis. (The MACOM staff chaplain will approve or disapprove requests for contracts for nonclergy.)

2–6. Chaplain Assistants (71M)

a. Chaplain assistants will be required to bear arms. CAs are assigned to units and commands to assist chaplains in their staff and religious responsibilities. They must possess the skills and qualifications prescribed in AR 611–201.

b. Personnel entering the Army volunteer for the military occupational specialty (MOS), identified as 71M. Their continued assignment as CAs requires that they exhibit the qualities of character, behavior, conduct, and lifestyle that complement chapel activities and religious programs in the Army.

c. CAs manage and supervise the following:

(1) Appropriated and nonappropriated fund budget execution.

(2) Facilities and equipment.

(3) Ecclesiastical and administrative supply distribution.

(4) Other resource allocations to support the command religious ministry program.

d. Soldier and MOS proficiency will be maintained by all CAs. A minimum of 8 hours per month of regularly scheduled training is required. They will maintain their weapons qualification.

e. Normally, CAs will be exempted from details when they have duty requirements related to unit, denominational, and area coverage (para 1–9 of this regulation), religious services, and chapel programs. These are duty functions for CAs and the normal dress for duty is the military uniform. (See AR 670–1, para 1–4*a*.) Mission permitting, they will be provided time off for duties performed on weekends and holidays.

f. Senior chaplain assistants (E6) and chaplain assistant supervisors (E7–E9) will provide the expertise in administration, personnel, budget, and funds management for community, division, installation, and MACOM chaplain sections.

g. Permissive temporary duty for CAs will be authorized in accordance with AR 1–211 and AR 630–5 when such attendance—

(1) Bears a direct relationship to their primary duties.

(2) Clearly enhances their ability to contribute to the religious ministry of the command.

h. Command and unit personnel officers will coordinate personnel actions for CAs with the chaplain.

i. CAs will not be certified as denominational service leaders.

j. CAs will not accept fees for any duties performed which are part of their official duties.

k. CAs will serve as coordinators of volunteer workers.

2–7. Civilian clergy

a. Use.

(1) The services of civilian clergy may be used only on an exception basis for a temporary period when the Army is unable to provide a chaplain to meet the religious ministry needs of its soldiers and their family members.

(2) Civilian clergy will not function as chaplains and will not be assigned responsibilities as staff officers. Their duties will be solely religious. They will provide essential religious ministry in the absence of a chaplain.

(3) Civilian clergy will perform their ministry according to the Master Religious Program and local chapel and unit standing operating procedures.

(4) Civilian clergy may receive offerings at services they conduct in compliance with the provisions of AR 230–36. All monies will be sent to the custodian of the chaplains' fund for deposit. If there is no chaplains' fund on the installation, monies will be sent to the chaplains' fund at the next higher headquarters.

(5) Reserve Component chaplains serving under contract as civilian clergy will not wear the uniform nor be awarded points for contractual services.

(6) Civilian clergy may participate in installation chaplain training programs but will not be paid for such participation.

b. Qualifications. Civilian clergy under contract to provide services must meet the following qualifications:

(1) Be fully ordained or accredited by a religious organization recognized by the Armed Forces Chaplain Board.

(2) Be ecclesiastically endorsed by that religious organization.

(3) Meet such additional qualifications as may be required for access to Army installations.

c. Basis of contracting.

(1) The services of civilian clergy may be procured by means of a contract with a recognized religious organization or individual for the purpose of providing religious services and ministrations when the following criteria are met:

(a) A need must be demonstrated.

(b) It must be shown that no active duty or Reserve Component military chaplain of any service is available to perform the service.

(c) The individual contracted must meet the requirements of the Federal Acquisition Regulation, part 37.

(d) They will be paid on a per service and/or ministration basis.

(e) They will be contracted on an exception basis. (The MACOM staff chaplain will approve or disapprove requests for contracts for civilian clergy.)

(f) The contract is written and administered as a nonpersonal service contract in compliance with section XXII of the Federal Acquisition Regulation and section XXII of the Army Procurement Procedure.

(2) The services of civilian clergy will not be used except as provided in this regulation. Civilian clergy presently employed as civil servants will not be affected by this regulation. However, civilian clergy will not be employed as civil servant clergy with General Schedule-Civilian Employees (GS) ratings or any other schedule on or after the effective date of this regulation.

(3) Contracts for services provided by civilian clergy will be written for periods of 1 year or less.

d. Payment.

(1) Civilian clergy will be paid on a per ministration basis from appropriated funds (Operation and Maintenance, Army (OMA), Operation and Maintenance, Army Reserve (OMAR), or Army Industrial Fund (AIF). The rate of pay will not exceed—

(a) An amount of $75 per Sunday, Sabbath, or major holy service and $25 for each additional service held on the same day.

(b) An amount of $35 per weekday service (other than Sunday, Sabbath, or major holy day), not to exceed three services each week.

(c) An amount of $35 per arranged emergency ministration. Included in such emergency ministrations are pastoral counseling sessions and/or pastoral visits, not to exceed four per week.

(2) Civilian clergy will be reimbursed at current transportation rates for any travel involved in fulfilling their religious duties, but not for travel to and from home.

(3) In foreign oversea areas, the major commander will set per ministration rates for payment of local national civilian clergy, subject to approval by the Chief of Chaplains. Rates will conform to the local economy, but will not exceed the rates in *d*(1) *(a)* through *(c)* above. For the purpose of this regulation, the term "local national" includes any individual residing in the host nation (to include a U.S. citizen living abroad) who is not a member of U.S. Armed Forces or deriving benefits therefrom.

e. Administrative procedures. Purchase requests and commitments for the contracting of civilian clergy will be accompanied by an approval letter from the MACOM staff chaplain based on the criteria in *c*(1) *(a)* through *(f)* above.

2–8. Volunteer workers

a. Religious activities are part of the Army's family support program and traditionally depend on the participation of volunteer workers. The success of Army religious activities is dependent to a large degree on volunteers. The use of volunteer workers is essential for the fulfillment of unit, denominational, and area coverage responsibilities. Volunteer services which exceed the ordinary exercise of religion will be accepted under the authority of 10 USC 1588.

b. Military personnel, their families, and authorized civilian employees in the military community will be encouraged to take part in religious activities.

c. Training opportunities will be provided to help volunteers develop their religious knowledge and educational skills.

d. Volunteers from outside the military community may assist in religious activities. They must be invited by the command and will perform their functions under the direction of the staff chaplain.

e. Volunteers in religious activities are not subject to classification by the Office of Personnel Management under the Classification Act (5 USC 5101–5515).

2–9. Denominational service leaders

a. General. Denominational service leaders, ordained or not ordained, may be used in chapels on an exceptional basis when military chaplains are not available to meet the denominational coverage requirements of soldiers and their families. (See para 1–9*b* of this regulation.) Denominational service leaders—

(1) Do not function as chaplains.

(2) Will be responsible to the military chaplain who sponsors and supervises the service leader.

(3) May receive offerings at services they conduct in accordance with AR 230–36.

(4) Will receive no payment for their services, travel, or other expenses from appropriated funds.

(5) Are volunteers. As such, they normally receive no monetary reimbursement for their services. However, these leaders may be paid from the denominational subaccount under the provisions of AR 230–36. The rate of pay will not exceed 50 percent of the rates of civilian clergy. (See para 2–7*d*.)

b. Qualifications.

(1) Denominational service leaders proposing to use chapel facilities for religious services must submit an application (to be updated upon change of sponsoring chaplain) to the local chaplain. The prospective leader will—

(a) Be assigned, attached, or directly connected to the military installation where services will be conducted.

(b) Be approved as a denominational service leader by a religious organization recognized by the Armed Forces Chaplain Board.

(c) Establish the need for the requested denominational service. This will include—

1 The number of persons requesting the service.

2 Reasons the service cannot be conducted by a local military chaplain or one from a nearby facility.

3 Reasons the local chaplain-led services cannot meet the requirements of the group.

(d) Establish that the proposed denominational service leader is the person best qualified for the position.

(2) Denominational service leaders may be approved by a religious organization that is not recognized by the Armed Forces Chaplain Board if it is a church, mosque, unit, or part of a larger, multiunit religious organization. The denominational service leader shall submit, in place of *b*(1)*(b)* above, approval by an authorized leader of the religious faith group and a full description of the group. This will include its origin, the length of time of its existence, and the number of members.

(3) The application must include comments by the supervisory chaplain on items *b*(1)*(a), (c), (d),* and (2) above, if applicable. Attached will be approval from the denominational headquarters, approval from the applicant's immediate commander, and a statement from the installation commander that facilities are available for the requested services. The application will be signed by the sponsoring chaplain and forwarded through technical channels to the MACOM staff chaplain. Upon receipt of required papers, the MACOM staff chaplain may certify the leader to conduct services in accordance with this regulation. The certification cannot be transferred to another person or location.

(4) Denominational service leaders will not conduct services prior to certification by the MACOM staff chaplain.

2–10. Religious resource leaders

Leaders for workshops, conferences, seminars, retreats, preaching missions, and other religious programs; and guest speakers, musicians and other resource personnel engaged on a one-time basis will be contracted with appropriated funds. Amount of pay will be determined by the local Procurement and Contracting Office based on the MACOM approved rate.

Chapter 3
Religious Responsibilities of Commanders

3–1. General

a. Commanders are responsible for the religious, spiritual, moral, and ethical well-being of all personnel in their commands. They will give necessary support to ensure that these requirements are addressed. (See AR 210–10, paras 2–1 and 6–1.) The staff chaplain has primary staff responsibility to assist the command in the planning, development, and implementation of these command responsibilities. However, Army installations are dedicated to a specific military purpose and are not public forums for the unfettered experience of all types of religious activity. The public practice of religion on military installations is to serve the needs of the post community. It is not to further the goals of outside groups however laudatory these goals may be.

b. Commanders should be aware of, and sensitive to, special religious requirements of personnel within their command. Commanders should accommodate religious requirements of personnel when consistent with law, regulations, and the military mission.

c. To the extent practicable commanders should not permit scheduling of athletic, recreational, and official functions during hours that religious services are held.

3–2. Religious requirements, services, and attendance

a. Participation in religious services is strictly voluntary. However, personnel can be required to provide logistical support before, during, or after worship services or religious programs.

b. If military requirements do not prohibit it, commanders will excuse from duty persons required by the tenets of their faith to observe certain customs or to attend religious services.

c. Commanders may excuse personnel wishing to attend services on post or in adjacent communities. Sufficient time will be allowed so that they may be at their places of worship as publicly announced. Attending services, however, must not seriously interfere with military training or duty.

3–3. Religious dietary requirements

Religious dietary requirements tht are inconsistent with meals provided in dining facilities may be used as a basis for authorizing an enlisted member to eat separately. (See AR 210–10 para 7–1.)

3–4. Coordination of coverage

a. Commanders of units without chaplains will appoint an officer to maintain liaison with the staff chaplain of the next higher headquarters.

b. Commanders of units with chaplains will ensure that the services of their chaplains are available for area coverage. Also in accordance with AR 623–105, they will ensure that the chaplain is evaluated by the commander of the area covered.

c. Commanders will ensure that command directives provide for notification of the chaplain in the event of serious illness, injury, or death of military personnel or their family members.

d. Commanders may permit chaplains to serve U.S. Government-connected civilian personnel, not normally the responsibility of the Army, when other English-speaking clergy are not available.

e. Assignment orders will note a chaplain's recurring coverage responsibilities beyond his or her assigned unit responsibility.

3–5. Services on military installations

a. As a general rule, collective Protestant worship, Roman Catholic, Jewish, and Orthodox services have scheduling priority over specific Protestant denominational services.

b. Religious groups authorized to conduct worship services on Army installations will use designated facilities as determined by the installation commander on the advice of the chaplain.

c. Solicitation of funds by religious groups for health, welfare, emergency relief, and similar charitable purposes will be in accordance with AR 600–29 and AR 230–36.

d. Religious services conducted in military chapels and facilities are primarily for military personnel, their family members, and authorized civilian personnel.

3–6. Chaplain assignment restrictions

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—

a. 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, or survivor assistance officer.

b. Assign a chaplain as military judge, trial counsel, defense counsel, investigating officer, member of a courts-martial, or member or adviser to investigative boards of officers. Chaplains may be required, however, to conduct inquiries into chaplain-related activities or incidents.

Chapter 4
Religious Facilities and Logistical Support

4–1. Authority

Under 10 USC 3547 commanders will furnish chaplains with facilities and transportation in performing their duties.

4–2. Types of facilities

The facilities used by chaplains in performing their duties can be located in the glossary of this regulation. The types of facilities include, but are not limited to, the following:

a. Activity room.
b. Administrative office.
c. Assembly room.
d. Chapel.
e. Chapel center facility.
f. Religious education facility.
g. Chapel facility.
h. Joint-use chapel facility.

4–3. Design and construction

The primary resource for planning chapel facilities is the Office of the Chief of Engineers design guide No. 1110–3–116.

a. MACOM and installation chaplains will ensure that the Office, Chief of Chaplains (DACH–AML), is notified of, and invited to, the predesign planning conference associated with Military Construction Army (MCA) chapel facility projects.

b. Installation staff chaplains will review their MCA requirements annually and forward information copies of any current DD Form 1391 (Military Construction Project Data) through technical channels to HQDA (DACH–AML), WASH DC 20310–2700, not later than 30 days after the start of each fiscal year.

c. Field changes to the standard design of chapel facilities will be submitted to HQ, U.S. Army Corps of Engineers, DAEN–MPE–B, WASH DC 20314–1000, for coordination with the Office, Chief of Chaplains prior to inclusion in the final design.

4–4. Use of chapel facilities

Chapel facilities are classified as dedicated facilities. Their use will be under the supervision of the staff chaplain, and facilities will be used solely for religious services and other activities related to the spiritual and moral welfare of the command. All denominations represented in the command may use them. When formal religious services are not scheduled, chapels should be available to people of all faiths for meditation and prayer. The chapel environment should be neutral during times when the facility is not being used for formal, scheduled worship services.

4–5. Naming and identifying facilities

A chapel facility will be designated by its location, a letter or number, or the name of the installation or unit using the building on written approval of the commander. Chapels will not be named for any person, living or dead, or designated by a name or term suggesting a denominational group. (Exceptions may be granted for facilities officially registered as historically significant by writing HQDA(DACH–AML), WASH DC 20310–2700.)

4–6. Symbols

Portable religious symbols, icons, or statues may be used within a chapel facility during times of scheduled religious services. They are to be removed or covered when not in use. Distinctive religious symbols such as crosses, the Star of David, Menorah, and other church or religious group emblems will not be affixed or displayed permanently on the outside of a chapel or on the grounds. Chapel furnishings such as the altar, pulpit, lectern, communion rail, priedieu, or reredos will be devoid of denominational symbols.

4–7. Memorials

The acquisition and display of memorial plaques, markers, and signs will be governed by the provisions of AR 1–33. Their content, design, and location in a chapel facility will be coordinated with DACH–AML.

4–8. Historically significant facilities

Requests to designate chapel facilities as buildings of historical significance or interest will be coordinated with DACH–AML. This is further addressed by the following:

a. Executive Order 11593.
b. AR 415–15.

4–9. Chapel facility conversion or disposal

a. Conversion. When a chapel facility becomes excess, but can be converted or modified for nonchapel use, the commander will submit a request for conversion to HQDA (DAEN–REZ), WASH DC 20310. The request will contain information on the facility's intended use, structural changes, modifications, and estimated costs for the removing of religious equipment, stained glass windows, religious markings and symbols. Approval of the proposed conversion or modification will be coordinated by the Chief of Engineers and the Chief of Chaplains. The action must be completed before the building is used for any other purpose.

b. Disposal. If there is no requirement for a chapel facility, requests for the disposal of the facility will be sent to HQDA (DAEN–REZ–R), WASH DC 20310, for approval. Disposal actions will be coordinated by the Chief of Engineers and the Chief of Chaplains and governed by applicable laws and AR 405–90.

4–10. Stained glass windows

Stained glass windows are used to enhance the beauty of Army chapels. They may be used as "equipment in place" (AR 735–72) in the narthex, nave, chancel, and sanctuary of chapels on approval of the installation commander. Window designs must be approved by the Office, Chief of Chaplains (HQDA(DACH–AML)) before a contract is made for their purchase, regardless of the source of funds.

4–11. Chapel flags

Authorization, procurement, and display of chapel flags and chaplain field flags will be according to AR 840–10.

4–12. Chaplain kits, stoles, and visitational communion sets

a. Chaplain kits and scarfs (See CTA 50–909, chap 4.)

(1) A chaplain on extended active duty who has never been issued a chaplain kit or scarf will be issued these items by the chaplain's unit of assignment.

(2) USAR, Troop Program Unit (TPU), and ARNG chaplains will be issued a chaplain kit when assigned to the unit and authorized by the supervisory chaplain.

(3) Chaplain kits and scarfs are one-time issue, nonrecoverable items that are retained by the chaplain.

(4) A chaplain kit may be reissued due to loss not involving individual culpability upon completion of a report of survey.

b. Visitational communion sets. A visitational communion set may be issued to a chaplain on extended active duty upon request of the chaplain, based on special ministry requirements. This item will be issued only once during any single tour of extended active duty. It is nonrecoverable and will be retained by the chaplain.

4–13. Sacred items
Items consecrated or dedicated for and restricted to specific denominational use may be purchased with appropriated funds. Storage space will be provided in chapel facilities for safeguarding these items.

4–14. Vestments
Vestments may be purchased with appropriated funds and carried on installation property books. (See para 1–8.)

4–15. Religious literature
Religious publications are authorized for display and distribution on military installations. Materials for specific groups will be procured as required through the denominational accounts within the nonappropriated chaplain fund. Literature which makes a positive statement of religious beliefs may be distributed. Literature which berates or attacks the beliefs and practices of other religious groups will not be purchased, distributed, or displayed.

4–16. Religious education materials
Materials listed in the Armed Forces Cooperative Curricula Resource guides, and the supplements thereto, published by the U.S. Army Chaplain Board, will be purchased with appropriated funds. Additional materials not listed in the resource guides but approved by the staff chaplain may also be purchased with appropriated funds. Materials should be selected within general themes of the Cooperative Curricula to provide Army-wide continuity for religious education.

4–17. Replacing unserviceable property
a. The installation or unit chaplain will determine whether church equipment is serviceable. A request for issue or turn-in of equipment will be sent by the installation chaplain to the accountable property officer. The request will include the following statement:
"The items requisitioned are to replace like items which are no longer serviceable. Old items will be turned in when the requisitioned items are received."

b. Unserviceable, excess, or surplus property will be delivered to the property disposal activity for disposition. (See instructions in AR 755–2.)

c. Items such as pews or chancel furnishings, depending on their condition, will be offered to the MACOM staff chaplain to determine if such items can be used in the MACOM or in USAR and ARNG Reserve Components.

d. Unserviceable consecrated items will be disposed of in accordance with AR 230–36, paragraph 2–10c(5).

4–18. Mobilization and readiness
See staff duties in paragraph 2–2 of this regulation. Staff chaplains will coordinate and prepare logistic mobilization plans to include the following:

a. Chapel facilities.

b. Requirements.

c. Stockage.

d. Distribution of chaplain equipment and supplies.

4–19. Reserve chaplain annual training
Installation chaplains will support and facilitate training for Reserve chaplains assigned to installations for periods of special and annual training.

4–20. Pipe organs
The pipe organ in a chapel facility is considered to be an item of equipment in place. Repair and maintenance will be performed under the provision of AR 420–70, paragraph 2–1*(g)*.

4–21. Special equipment
Special items of equipment not listed in the CTAs but necessary for specific religious programs may be authorized by adding them to organizational tables of distribution and allowances. Such items include, but are not limited to, various models of organs, public address systems, pianos, and other program unique items.

4–22. Equipment and CTA changes
Recommendations and requests for changes in CTA 50–909 and CTA 50–970 pertaining to chaplain equipment will be forwarded through the MACOM staff chaplain to HQDA(DACH–AML), WASH DC 20310.

Appendix A
References

Section I
Required Publications

AR 5–3
Installation Management and Organization. (Cited in para 1–5.)

AR 10–5
Department of the Army. (Cited in paras 1–4, 1–5, and 1–17.)

AR 10–55
United States Army Chaplain Board. (Cited in para 1–4.)

AR 37–100–XX
Account/Code Structure. (Cited in para 1–18.)

AR 55–71
Transportation of Personal Property and Related Services. (Cited in para 1–14.)

AR 190–47
United States Army Correctional System. (Cited in para 2–1.)

AR 210–10
Administration. (Cited in paras 3–1 and 3–3.)

AR 210–11
Billeting Operations. (Cited in para 1–14.)

AR 210–50
Family Housing Management. (Cited in para 1–14.)

AR 230–36
Nonappropriated Chaplains' Funds. (Cited in paras 1–18, 2–7, 2–9, 3–5, and 4–17.)

AR 310–25
Dictionary of United States Army Terms. (Cited in para 1–12.)

AR 310–34
Equipment, Authorization, and Utilization Policies and Criteria and Common Tables of Allowances. (Cited in paras 1–5 and 2–2.)

AR 351–27
Professional Training of Army Chaplain Personnel.

AR 600–20
Army Command Policy and Procedures. (Cited in paras 1–3, 1–12, and 2–4.)

AR 600–40
Apprehension, Restraint, and Release to Civil Authorities. (Cited in para 2–1.)

AR 600–240
Marriage in Oversea Commands. (Cited in para 1–10.)

AR 601–70
Voluntary Active Duty with the Chaplain Branch. (Cited in para 1–5.)

AR 608–61
Application for Authorization to Marry Outside of the United States. (Cited in para 1–10.)

AR 623–105
Officer Evaluation Reporting System. (Cited in para 2–2*b*(22).)

AR 670–1
Wear and Appearance of Army Uniforms and Insignia. (Cited in para 2–6.)

CPR 213
Civilian Personnel Regulation. (Cited in para 2–5.)

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 regulation.

AR 1–33
Memorial Programs.

AR 1–211
Attendance of Military and Civilian Personnel at Private Organization Meetings.

AR 36–75
Audit Procedures for Nonappropriated, Trust, and Other Official Funds Other Than the Army Club Systems.

AR 190–8
Enemy Prisoners of War Administration, Employment, and Compensation.

AR 405–90
Disposal of Real Estate.

AR 415–15
Military Construction, Army (MCA) Program Development.

AR 415–28
Department of the Army Facility Classes and Construction Categories.

AR 420–70
Buildings and Structures.

AR 600–29
Fund-Raising within the Department of Army.

AR 611–201
Enlisted Career Management Fields and Military Occupational Specialties.

AR 630–5
Leave and Passes.

AR 690–700
Personnel Relations and Services (General)

AR 735–72
Accounting for Industrial Property and Equipment in Place.

AR 755–2
Disposal of Excess, Surplus, Foreign Excess, Captured, and Unwanted Material.

AR 840–10
Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.

FM 16–5
The Chaplain.

DA Pam 27–1
Treaties Governing Land Warfare.

DA Pam 27–1–1
Protocols to the Geneva Conventions of 12 August 1949.

DA Pam 165–13
Religious Requirements and Practices.

DA Pam 165–13–1
Religious Requirements and Practices of Certain Selected Groups: A Handbook Supplement for Chaplains.

Federal Acquisitions Regulation, Part 37.

Federal Procurement Manual 213–C–1.

JTR, Vol I
Members of the Uniformed Services

OCE Design Guide No. 1110–3–116
Chapels and Religious Facilities

Section III
Prescribed Forms

DA Form 4512–R
Data Sheet—Directors of Religious Education. (Cited in para 2–5*a*(2).)

Glossary

Section I
Abbreviations

AIF
Army Industrial Fund

ARNG
Army National Guard

CA
chaplain assistant

CCH
Chief of Chaplains

CQ
charge of quarters

CTA
common table of allowances

DA
Department of the Army

DOD
Department of Defense

DRE
Director of Religious Education

GS
General Schedule—Civilian Employees

MACOM
major Army command

MCA
Military Construction, Army

MCM
Manual for Courts-Martial

MOS
military occupational specialty

MTOE
modification table of organization and equipment

OCCH
Office of the Chief of Chaplains

OCE
Office of the Chief of Engineers

OMA
Operation and Maintenance, Army

OMAR
Operation and Maintenance, Army Reserve

TDA
Table of Distribution and Allowances

TOE
Table of Organization and Equipment

TPU
Troop Program Unit

TRADOC
U.S. Army Training and Doctrine Command

USACHB
U.S. Army Chaplain Board

USACHCS
U.S. Army Chaplain Center and School

USAR
U.S. Army Reserve

VOQ
Visiting Officers Quarters

Section II
Terms

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 the chaplain assistant.

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

Chancel
The part of the chapel containing the altar and seats for the clergy. It may include the choir area in some chapels.

Chapel
Any Government-owned building on land owned or held under lease or other right of occupancy especially designed or designated 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.

Chapel facility
A general term used to describe chapels, chapel centers, religious education facilities, and any areas in buildings officially designated for regularly scheduled religious programs. Construction categories (category codes) for chapel facilities are given in AR 415–28.

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

Denominational service leader
A person approved by a denomination or association of churches to serve as a teacher and/or leader for that denomination or association of congregations. To serve as a denominational service leader in the military community, certification must be completed according to the requirements of this regulation.

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 paragraphs 2–7*a* and 2–7*b* of this regulation are met.

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 Master Religious Program.

Family life ministry
The portion of the chaplain'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.

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 of a joint-use chapel facility is a chapel/child care center.

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

Narthex
A vestibule leading to the nave of a chapel.

Nave
The main part of the interior of a chapel.

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

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 ministry on a military installation is normally provided by a military chaplain.

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 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.

DATA SHEET – DIRECTORS OF RELIGIOUS EDUCATION

For use of this Form, see AR 165-20; the proponent agency is the Office of the Chief of Chaplains

PRIVACY ACT STATEMENT

1. **AUTHORITY:** 10 USC 3547a and b, and EO 10013, October 27, 1948.

2. **PRINCIPAL PURPOSE:** To keep on file information about Directors of Religious Education which is needed in order to select DRE's for assignment at installations.

3. **ROUTINE USES:** Referral of persons with religious education skills to Post Chaplains for installation hire.

4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Disclosure of personal information is voluntary, however, if not provided applicant cannot be referred or certified for hire.

SECTION I – GENERAL DATA

1. NAME *(Last, first, middle initial)*	2. DATE OF BIRTH *(Month, day, year)*

3. DENOMINATION	4. PRESENT STATUS OR POSITION

5. ADDRESS *(Include ZIP Code)*

SECTION II – EDUCATION

6. COLLEGE*(S)* OR UNIVERSITY*(IES)* *(Name and location)*	7. SEMESTER HOURS COMPLETED		
	RELIGIOUS EDUCATION	EDUCATION	RELIGION OR THEOLOGY
a.			
b.			
c.			

8. MINOR SUBJECT*(S)*	9. MAJOR SUBJECT
a.	
b.	10. DEGREE
c.	

11. GRADUATE SCHOOL *(Name and location*	12. COURSE OF STUDY
	13. DEGREE

SECTION III – PROFESSIONAL EXPERIENCE

14. TITLE OF POSITION

15. LOCATION	16. LENGTH OF TIME SERVED
	FROM TO

17. DESCRIPTION OF DUTIES

SECTION IV– OCCUPATIONAL INFORMATION AND REFERENCES

18. SOCIAL SECURITY NUMBER

19. STATEMENT OF HEALTH

20. WHEN AVAILABLE FOR EMPLOYMENT	21. SALARY DESIRED	22. GEOGRAPHICAL AREA OF PREFERENCE *(If applicable)*

23.

REFERENCES *(LIST THREE PERSONS AND THEIR ADDRESSES)*

NAME *(Last, First, Middle Initial)*	ADDRESS *(Number, Street, Town, State and ZIP Code)*

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Read the following paragraphs carefully before signing this statement.

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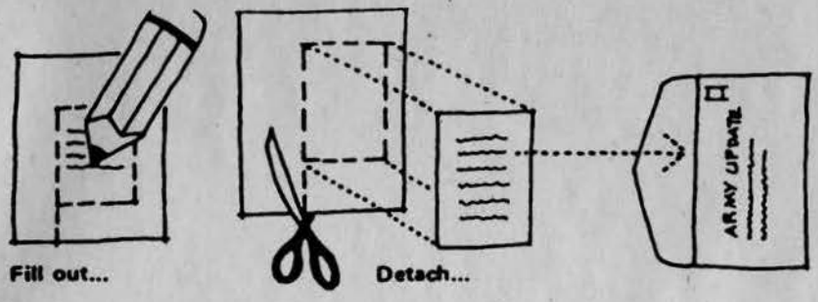
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I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith.		

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