



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

IMMH-RS

MEMORANDUM FOR See Distribution

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum, RS-3,
On-Call Duty Chaplain Policy

1. REFERENCES.

- a. AR 165-1, Army Chaplain Corps Activities, 23 Jun 15.
- b. AR 220-45, Duty Rosters, 27 Nov 12.

2. PURPOSE. To outline on-call duty chaplain responsibilities for JBM-HH area coverage, as directed by the Office of the Chief of Chaplains and individual assignment orders.

3. APPLICABILITY. This policy applies to all chaplains service as On-Call Duty Chaplain (OCDC).

4. POLICY.

- a. Primary responsibility for chaplain coverage is the assigned unit chaplain at all times. However, backup coverage is available through the OCDC.
- b. The OCDC is responsible for all death notifications 24 hours a day in coordination with the JBM-HH Casualty Assistance Center (696-3237/3238).
- c. The duty chaplain is responsible for answering the on call duty phone 24 hours a day during their entire duty period. In the case of a compelling need (funeral, briefing, etc.), it is acceptable to give the phone to a responsible party (calls will not be forwarded) or to respond within 15 minutes of a missed call.
- d. No Lieutenant Colonel or Colonel Chaplains will be assigned to on-call duty.

5. PROCEDURES.

- a. The quarterly chaplain duty roster will published by the Religious Support Office (RSO) NLT two weeks prior to the start of the next quarter.
- b. The Chaplain duty roster will be posted with the Desk Sergeant at the Provost Marshal Office and with the Installation Operation Center/Emergency Operations Center in Building 59.

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c. In the event of the death of a 3d US Infantry Regiment (The Old Guard) Soldier, an Old Guard Chaplain will accompany the Casualty Notification Officer. The Old Guard Regimental Chaplain will be contacted immediately upon notification (703-399-0003). If the Regimental Chaplain cannot be reached, the OCDC will call one of the Old Guard Battalion Chaplains. If no Chaplain from the Old Guard can be reached, the OCDC will contact the JBM-HH Chaplains office at 703-696- 6635/7671, or after hours, on their cell phones (number will be listed in the roster included in the OCDC binder).

d. In the event that a chaplain has duty on a federal holiday or four-day weekend, that person will cover any installation invocations for special ceremonies or events during normal duty hours.

e. The Casualty Assistance Center (CAC) should take note that Arlington National Cemetery Chaplain may have funeral responsibilities on weekdays, and that those funerals have precedence over death notification missions for those chaplains. The OCDC might not be able to respond to the notification in a timely manner, or if the OCDC cannot be reached in a timely manner, the CAC will contact the Chaplain that had duty the previous week, per the published quarterly roster. They will continue backwards on the duty Chaplain roster until they contact a Chaplain who can respond to the Death Notification mission. If the CAC has difficulties in reaching a Chaplain at all, they should call the JBM-HH Religious Support Office (RSO) NCOIC at 571- 253-8617 or the RSO Administrative Assistant at 696-6635 (during duty hours only); (outside of normal duty hours) the Joint Base Chaplain/Deputy Joint Base Chaplain. The Duty chaplain will be available via cell phone for death notifications 24 hours every day.

f. Upon, notification of a critical or serious incident or death, and responding to the incident as requested, the OCDC will:

(1) Immediately notify the Unit Chaplain and the Joint Base Chaplain office. NOTE: Do not report death notification missions you are involved in if the Soldier or Family Member is not in one of the Joint Base-supported units.

(2) Make every effort, when responding to a suicidal ideation, to have the caller or counselee agree to self-refer for behavioral health treatment, or to waive their right of confidentiality, in order to request assistance from the Directorate of Emergency Services (703- 696-3525), local law enforcement, or the caller's unit (Where possible, use a second telephone to contact assistance with the callers consent), and do not hand off the duty phone until certain that the caller is in a safe setting with appropriate help. If possible, escort the caller to help.

g. At the conclusion of the duty period, the OCDC will complete the Daily Staff Journal or Duty Officers Log (DA Form 1594) in the duty logbook, and send a copy via email or hardcopy to the Deputy Garrison Chaplain.

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h. If no contact has been made between the chaplain on duty and the one assuming duty by 1030 hrs, the current OCDC will contact the Deputy Garrison Chaplain at 703-696-7671. The incoming duty Chaplain will log receipt of cellphone, cell phone charger, DeCA gift cards, and duty log book as the first entry on the duty logbook.

i. If two chaplains need to switch duty dates, the Joint Base Chaplains Office Administrative Assistant (703-696-6635) must be notified at least 48 hours prior to the start of the change, with a dual signed memorandum of agreement.

j. Exceptions to this policy must be approved by the Joint Base Commander through the Joint Base Chaplain.

6. PROPONENT. The JBM-HH Chaplains Office is the proponent for this policy. POC is the Joint Base Chaplain at (703) 696-3535/6635, DSN 426.

PATRICK M. DUGGAN
COL, SF
Commanding

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