



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

AMIM-MHG-CH

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum RS-2,
On-Call Duty Chaplain Policy

1. REFERENCES.

- a. AR 165-1, Army Chaplain Corps Activities, 23 Jun 15.
- b. AR 220-45, Duty Rosters, 16 JUL 21.

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 who serve as On-Call Duty Chaplain (OCDC).

4. POLICY.

- a. Primary responsibility for religious support 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 (CAC) (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 30 minutes of a missed call.
- d. No Colonel, Lieutenant Colonel, or Catholic Chaplains will be assigned to on-call duty, but may be contacted for emergency support.

5. PROCEDURES.

- a. The quarterly chaplain duty roster is published by the Religious Support Office (RSO) NLT two weeks prior to the start of each quarter.

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b. The chaplain duty roster will be posted with the Desk Sergeant at the Provost Marshal Office, at the Casualty Assistance Center, and with the Installation Operation Center/Emergency Operations Center in Building 59.

c. Upon assumption of duty, the incoming OCDC should call and confirm their name and backup contact information with the JBM-HH Provost Marshall Desk Sergeant at 703-588-2809 and the Directorate of Operations at 703-696-3290/3291.

d. In the event of the death of a Soldier assigned to The Old Guard (TOG), a TOG Chaplain will accompany the Casualty Notification Officer. The Regimental Chaplain will be contacted immediately upon notification at 703-399-0003. If the Regimental Chaplain cannot be reached, the OCDC will call the TOG Battalion Chaplains. If no chaplain from TOG can be reached, the OCDC will contact the RSO at 703-696-7668/7671, or after hours on their cell phones (number will be listed in the roster included in the OCDC binder).

e. 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.

f. Note: the Arlington National Cemetery (ANC) Chaplains have funeral responsibilities on weekdays which take precedence over death notification missions for those chaplains. If the OCDC cannot be reached in a timely manner, the CAC will contact the chaplain who had duty the previous week, per the published quarterly roster. They will continue backwards on the roster until they contact a chaplain who can respond to the death notification mission.

g. 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's office.

(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 caller's consent). 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.

h. Log Book and Transfer of Duties:

(1) The incoming OCDC will log receipt of cellphone, charger, commissary gift cards, and duty log book as the first entry on the duty logbook.

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(2) 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 provide to the Deputy Joint Base Chaplain.

(3) If no contact has been made between the chaplain on duty and the one assuming duty by 10:30am, the current OCDC will contact the Deputy Joint Base Chaplain at 703-696-7671.

(4) If two chaplains need to switch duty dates, the Deputy Joint Base Chaplain (703-696-7671) must be notified at least 48 hours prior to the start of the change.

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

6. PROPONENT. The Joint Base Chaplain is the proponent for this policy. The POC is the RSO at (703) 696-7668 or usarmy.jbmhh.usag.mbx.memorial-chapel@mail.mil.

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