



DEPARTMENT OF THE ARMY
JOINT BASE MYER-HENDERSON HALL
204 LEE AVENUE
FORT MYER VA 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, 28 Nov 17.

2. PURPOSE. To outline on-call duty chaplain responsibilities for the 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). The OCDC will be the primary contact for the unattended death review board. The OCDC will contact the Joint Base Chaplain or Deputy Joint Base Chaplain to coordinate representation at the unattended death review board meetings if a call is made to the duty phone.

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.

IMMH-RS

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

5. PROCEDURES.

a. The quarterly chaplain duty roster will be 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, 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 Marshal Desk Sergeant at 703-588-2809 and the Directorate of Operations at 703-696-3290 (3291).

d. In the event of the death of an 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 Chaplain's 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).

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. The CAC should take note that Arlington National Cemetery Chaplains 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 RSO Administrative Assistant at 703-696-6635 (during duty hours only); or the JBM-HH Deputy Joint Base Chaplain at 703-298-2311 (outside of normal duty hours). The OCDC will be available via cell phone for death notifications 24 hours every day.

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.

NOTE: Do not report death notification missions you are involved in until after the Next-of-Kin is notified and all notifications are complete.

IMMH-RS

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(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. 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.

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

j. The duty chaplain is responsible for addressing two items as part of their duties:

(1) Respond to a request for help as part of the Study to Assess Risk and Resilience in Service members-Longitudinal Study. The OCDC must attempt to contact the Soldier for a confidential conversation WITHIN 24 HOURS to assess potential risk. Chaplains are not required to do a closure report when contact is made. It is expected that Chaplains will provide appropriate care and referral, as well as ensure Soldier safety, taking care to maintain privileged communication.

(2) Address calls related to the JBM-HH Fatality Review Board and coordinate with the Joint Base Chaplain's Office for coordination of meetings and related information, as needed.


k. If two chaplains need to switch duty dates, the Joint Base Chaplain's Office Administrative Assistant (703-696-6635) must be notified at least 48 hours prior to the start of the change.

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

IMMH-RS

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Call Duty Chaplain Policy

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.



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Commanding

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1