



**40th Expeditionary Signal
Battalion**

Command Master Religious Program, Fiscal Year 2014

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22 July 2013

Proposed for Approval





DEPARTMENT OF THE ARMY
HEADQUARTERS, 40th EXPEDITIONARY SIGNAL BATTALION
2274 IRWIN STREET, BUILDING 53321
FORT HUACHUCA, AZ 85613

REPLY TO
ATTENTION OF

AFFH-SGF

15 August 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fiscal Year 2014 Command Master Religious Program

1. The Command Master Religious Program (CMRP) is a comprehensive and combat ready religious program designed to provide for the spiritual fitness of the Soldiers and Family Members within the 40th Expeditionary Signal Battalion. The CMRP is a vital part of our Mission. Therefore, It must be fully integrated as part of training, operational readiness, deployment and redeployment in support of the Mission.
2. The CMRP constitutes the planning, management and funding of the Commander's Religious Support (RS) objectives during FY14. The 40th Expeditionary Signal Battalion Unit Ministry Team (UMT) is tasked to produce quality programs that meet these goals.
 - a. Goal 1: Provide supplies, programs and services for the RS of Soldiers and Family Members.
 - b. Goal 2: Sustain and develop Soldiers' spiritual fitness, ethical decision making and moral leadership skills.
 - c. Goal 3: Undergo UMT sustainment and developmental training.
3. The Point of Contact for this memorandum is CH Calvert at andrew.e.calvert.mil@mail.mil.

A handwritten signature in black ink that reads "David A. Thomas".

DAVID A. THOMAS
LTC, SC
Commanding

DISTRIBUTION:

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DEPARTMENT OF THE ARMY
HEADQUARTERS, 40th EXPEDITIONARY SIGNAL BATTALION
2274 IRWIN STREET, BUILDING 53321
FORT HUACHUCA, AZ 85613

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AFFH-SGF

15 August 2013

MEMORANDUM FOR RECORD

SUBJECT: Unit Ministry Team Standard Operating Procedures

1. Purpose: To establish Standard Operating Procedures (SOP) for the 40th Expeditionary Signal Battalion Unit Ministry Team (UMT) Operations. All future references to this SOP will be termed 40th UMT SOP.
2. Scope: The 40th UMT SOP applies to all Unit Ministry Team personnel assigned, attached or otherwise responsible to the 40th ESB Battalion Commander.
3. Responsibilities: Religious Support is a command responsibility. The 40th ESB Chaplain has the functional responsibility of implementing the Command Master Religious Program (CMRP) within the Battalion.
 - a. The Battalion Chaplain is a member of the Special Staff and therefore works directly for the Battalion Commander, under the mentorship of the 11th Signal Brigade Chaplain.
 - b. The Chaplain has technical supervision over assigned UMT personnel. Major duties include providing concepts and guidance for Religious Support, moral and morale concerns as affected by religion for assigned personnel, and providing for Religious Support to the members of the unit and their Families.
4. Supporting documentation for the Unit Ministry Team is located in AR 165-1, Chaplain Activities in the United States Army, DA PAM 165-17, Chaplain Personnel Management and FM 1-05, Religious Support.
5. The Point of Contact for this memorandum is CH Calvert at andrew.e.calvert@us.army.mil.

A handwritten signature in black ink, appearing to read "D. A. Thomas", with a large, sweeping flourish above the name.

DAVID A. THOMAS
LTC, SC
Commanding

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Battalion**

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Executive Summary



40th Expeditionary Signal Battalion

Goal 1 - Provide supplies, programs and services for the Religious Support of Soldiers and Family Members.

1.1 Ecclesiastical Supplies & Training Materials: The Chaplain must perform or provide religious services in both peacetime and wartime missions IAW AR 165-1.

1.2 Counseling (Individual, Couple, and Family): Many personal issues can be resolved by the Chaplain without tasking the leadership or command. The Chaplain can direct Soldiers to the proper part of the chain and/or help agency.

1.3 Quarterly New Comers Brief: Soldiers will come to understand the incredible resource they have in their Chaplain. Additionally the Chaplain will take advantage of the opportunity to personally greet all new battalion members.

1.4 Prayer Breakfast/Luncheon: A quarterly prayer breakfast/luncheon for moral and spiritual support. These events will provide advice on moral leadership training and serves as a program of spiritual development and sustainment.

1.5 Soldier Visitation and Battalion Circulation: An organic and grass-roots way for the Chaplain to get to know the Soldiers of the battalion, to learn about their lives, and build a warm, welcoming rapport.

1.6 Strong Bonds (Couples, Families and Single Soldiers): Strong Bonds (SB) is a key resiliency program designed to increase Soldier readiness by assisting commanders in building and strengthening the structure of Army Families. **The goal is for the 40th ESB to participate in seven (7) Strong Bonds training events for FY14 pending funding approval from Department of the Army Chief of Chaplains.** The UMT will host one (1) SB for Single Soldiers, two (2) SB for Couples, one (1) SB for Families, one (1) SB for Single Parents, and two (2) SB for Families of Deployed.

Goal 2 - Sustain and develop Soldiers' spiritual fitness, ethical decision making, and moral leadership skills.

2.1 Army Values Training: Continuous training and application of the Army Values will develop the desired Army culture. Continual training in suicide prevention and Soldier responsibility is necessary to sustain and develop Soldier morale and spiritual and ethical leadership.

2.2 Chaplain's Corner: The Chaplain's Corner is a proactive way to make religious literature and on-post worship opportunities readily available to all the Soldiers.

2.3 Applied Suicide Intervention Skills Training (ASIST): Having a Training Team (T4T) within the Battalion provides the greatest ease of training all Battalion "gatekeepers" and serves as a professional development tool for the UMT.

Goal 3 - Undergo Unit Ministry Team sustainment and developmental training.

3.1 Annual Denominational Training (Chaplain): The Chaplain will attend his annual denominational conference to receive training and to maintain required denominational affiliation, and as such should be considered TDY. The dates and location of the training conference will be determined by the Chaplain's endorser.

3.2 Combat Medical Ministry (Chaplain): Combat Medical Ministry (CMM) course is two weeks of intensive training to prepare the Chaplain for the rigors, wounds, and stress associated with combat and medical environments.

3.3 Emergency Medical Ministry (Chaplain's Assistant): Emergency Medical Ministry (EMM) course is two weeks of intensive training to prepare the Chaplain's Assistant for the rigors, wounds, and stress associated with combat and medical environments.

3.4 Brigade Chaplain Training (UMT): Brigade Chaplain Training is a weekly UMT training, mentorship, and development for the Battalion UMT.

3.5 Installation UMT Training (UMT): Installation UMT Training is monthly UMT training, mentorship, and development for all UMTs across post.

Budget



40th Expeditionary Signal Battalion

Source Funding Summary

The Unit Ministry Team (UMT) receives funding for Religious Support from three primary sources. The principle source of funding for Religious Support comes through the Unit's appropriated mission funding (UNIT). The expenditures listed under UNIT are projected funding requirements. The secondary source of funding is received through Chapel Tithes and Offerings (CTOF) via the Installation Chaplain's Office. CTOF funding is dependent on offerings gathered from post chapels. The third source of funding comes from the Chief of Chaplains Office in the form of Strong Bonds Funding (SBF).

Goal 1: Provide supplies, programs and services for the Religious Support of Soldiers and Family Members.		UNIT†	CTOF††	SBF	Total Funding
1.1	Ecclesiastical Supplies & Training Materials	\$2,000	\$400	\$0	\$2,400
1.2	Counseling (Individual, Couple, and Family)	\$1,000	\$1,000	\$0	\$2,000
1.3	Quarterly New Comers Brief	\$0	\$0	\$0	\$0
1.4	Prayer Breakfast/Luncheon	\$0	\$600	\$0	\$600
1.5	Soldier Visitation and Battalion Circulation	\$0	\$0	\$0	\$0
1.6	Strong Bonds (Couples, Families and Singles)	\$4,000	\$0	\$97,500	\$101,500
Subtotal					\$106,500
Goal 2: Sustain and develop Soldiers' spiritual fitness, ethical decision making, and moral leadership skills.		UNIT†	CTOF††	SBF	Total Funding
2.1	Army Values Training	\$1,200	\$0	\$0	\$1,200
2.2	Chaplain's Corner (4 Locations)	\$8,000	\$0	\$0	\$8,000
2.3	Applied Suicide Intervention Skills Training (ASIST)	\$8,650	\$0	\$0	\$8,650
Subtotal					\$17,850
Goal 3: Undergo Unit Ministry Team sustainment and developmental training.		UNIT†	CTOF††	SBF	Total Funding
3.1	Annual Denominational Training Chaplain	\$0	\$0	\$0	\$0
3.2	Combat Medical Ministry Chaplain	\$2,500	\$0	\$0	\$2,500
3.3	Emergency Medical Ministry Chaplain Assistant	\$2,500	\$0	\$0	\$2,500
3.4	BDE UMT Training UMT	\$0	\$0	\$0	\$0
3.5	Installation UMT Training UMT	\$0	\$0	\$0	\$0
Subtotal					\$5,000
Total Funding for Religious Support to the 40th Expeditionary Signal Battalion		UNIT†	CTOF††	SBF	Grand Total
		\$29,850	\$2,000	\$97,500	\$129,350

† UNIT expenditures for FY14 are projected funding requirements based on previous fiscal year spending.

†† CTOF funding is dependent on offerings gathered from post chapels.

Goal 1

- Provide supplies, programs, and services for the Religious Support of Soldiers and Family Members.



**40th Expeditionary Signal
Battalion**

1.1 Ecclesiastical Supplies & Training Materials

DESCRIPTION: Ecclesiastical Supplies & Training Materials provide Soldiers and Families opportunities to exercise their Constitutional right to the free exercise of religion. It additionally provides religious materials for spiritual growth. Included would be: chapel services, field services, memorial services/ ceremonies, devotions, Bible studies, sacraments, and other religious requirements. Items would be purchased through Chaplain’s supply channels using National Stock Numbers.

JUSTIFICATION: The Chaplain must perform or provide religious services in both peacetime and war-time missions IAW AR 165-1. This is a statutory program which the commander is required to both implement and fund.

Funding will be utilized to purchase catechetical materials and necessary supplies for performing religious services.

TARGET GROUP: Soldiers, Family members, and Authorized personnel

IMPACT: The Army Chaplain Corps is organized to provide the most responsive religious support and Chaplain presence at the unit level across the full spectrum of Army operations. Religious support includes providing those aspects of religious education, clergy counsel and reassuring presence, authentic worship, and faith group expression that would otherwise be denied as a practical matter to personnel under the varied circumstances of military contingencies. Religious support operations are continuous, detailed, systematic, relevant, and responsive to the needs of the Army population. The UMT, and especially the Chaplain, provides specialized applications of professional religious skills to support the individual Soldier extending upward throughout the entire command structure and outward to the broadest command audience authorized.

Soldiers and Families supported in the practice of faith demonstrate the values of religious freedom of conscience and spiritual choice. Healthy spiritual practices provide great strength to Soldiers and Families enabling efficacious support of the mission set. Chaplains provide commanders the valuable impact of their core commitment to the soul and spirit of the Army to: Nurture the Living, Care for Wounded, and Honor the Dead across the full spectrum of military operations. Chaplains cooperate with each other without compromising their faith tradition or ecclesiastical endorsement requirements, to ensure the most comprehensive religious support opportunities possible within the unique military environment.

Goal 1: Provide supplies, programs and services for the Religious Support of Soldiers and Family Members.		UNIT	CTOF	SBF	Total Funding
1.1	Ecclesiastical Supplies & Training Materials	\$2,000	\$0	\$0	\$2,000

1.2 Counseling (Individual, Couple, and Family)

DESCRIPTION: A Soldier’s primary conduit for emotional release and advisement, when the chain-of-command is perceived as a conflict of interest, is the Chaplain in the arena of counseling. Counseling is also a relationship development skill offered for marriage and pre-marital counseling addressing the spiritual nature and needs within a man and woman’s relationship. The Command directs the Chaplain to advise and coach Soldiers on a personal level concerning their faith, discipline, and life practices. The privilege of confidential communication with a Chaplain is a right of every individual and an essential

component of the Chaplain’s ministry. Confidential communication is any communication given to a Chaplain in trust by an individual, to include enemy prisoners of war (EPWs), if such communication is made either as a formal act of religion or as a matter of conscience. It is a 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 a communication not intended to be disclosed to third party persons in any context, legal, or otherwise. The privilege of non-disclosure of confidential information belongs to the individual. The Chaplain’s or Chaplain Assistant’s obligation to maintain confidentiality flows from the person’s right to privileged communication.

JUSTIFICATION: Many personal issues can be resolved by the Chaplain without tasking the leadership or command. The Chaplain can direct Soldiers to the proper part of the chain and/or help agency. The Chaplain can be a mediator when permission is given in confidential counseling. Through the long-term practice of counseling in a unit, trends can be observed to advise the command of presenting issues – positive and negative. Strong Families, strong marriages, and strong individuals result in battle ready Soldiers.

If a Soldier and a prospective spouse, desire the Chaplain to perform the marriage ceremony, premarital counseling is required. Funding will be utilized to purchase counseling aids (e.g. books and pamphlets).

Target Group: General counseling is targeted toward Soldiers, Family members, and Authorized personnel. Marriage Counseling is targeted at the development of healthy and enduring marriages relationships between a Soldier and spouse. Premarital counseling is targeted at the Soldier, who has identified a prospective husband or wife, seeking practical relationship skills for an enduring marriage.

IMPACT: Soldiers, Family members, and authorized personnel will be advised and coached on a personal level concerning their faith, discipline, and life practices resulting in personal, spiritual, and moral fortitude with increased morale. Marriage/Premarital counseling provides avenues of developing practical relationship skills resulting in more stable Soldiers with a strong home support structure. This provides resilient Soldiers for the Unit’s mission.

Goal 1: Provide supplies, programs and services for the Religious Support of Soldiers and Family Members.		UNIT	CTOF	SBF	Total Funding
1.2	Counseling (Individual, Couple, and Family)	\$1,000	\$0	\$0	\$1,000

1.3 Quarterly New Comers Brief

DESCRIPTION: This will be a standard segment of the PK6/7 New Comers Brief. This brief will allow the Chaplain to communicate his role within the battalion and the type of resource a Chaplain can be to Soldiers of all echelons – specifically briefing Soldiers on confidentiality, counseling practices, and the “perform or provide” aspects of a Chaplain’s role.

JUSTIFICATION: By accomplishing this training, Soldiers will understand the incredible resource they have in their Chaplain. Additionally the Chaplain will take advantage of an opportunity to personally greet all new battalion members.

No funding is required for this objective.

Target Group: All incoming Service Members of the 40th Expeditionary Signal Battalion.

IMPACT: Soldiers will understand the Chaplain’s role and how he can perform or provide for every Soldier’s religious practice and faith or lack thereof. Soldiers will also understand the type of confidentiality held with a Chaplain and how the Chaplain can serve as a mediating resource.

Goal 1: Provide supplies, programs and services for the Religious Support of Soldiers and Family Members.		UNIT	CTOF	SBF	Total Funding
1.3	Quarterly New Comers Brief	\$0	\$0	\$0	\$0

1.4 Prayer Breakfast/Luncheon

DESCRIPTION: A quarterly prayer breakfast/luncheon for moral and spiritual support. These events will provide advice on moral leadership training and serve as a program of spiritual development and sustainment. Moral leadership training is the commander's program for fostering and strengthening the moral leadership climate of the Command. The Chaplain is the commander's staff officer responsible for conducting the moral leadership program. The commander's staff will participate in planning, resourcing, and coordinating efforts to present the moral leadership instruction in accordance with their primary staff functional responsibility.

JUSTIFICATION: This program fulfills the requirement of conducting spiritual development and sustainment programs, such as Prayer Breakfasts and Spiritual Fitness events. Soldiers have the opportunity to be exposed to Chaplain and chapel ministries on post. They will also experience spiritual unity and/or fellowship.

Funding for this objective comes from Chapel Tithes and Offerings (CTOF) provided by the Installation Chaplain through the offerings collected in Chapel services. The Brigade Chaplain is the funds manager and approving agent for the use of these funds.

Target Group: Service Members within the 40th Expeditionary Signal Battalion.

1st QTR	2nd QTR	3rd QTR	4th QTR
A Date in early Nov	A Date in early Feb	A Date in late Apr	TBD in Kuwait

IMPACT: Many Soldiers who do not attend worship services will attend a prayer breakfast. This is an effective introduction to other ministry events and activities. Such training events also build unity among the Soldiers.

Goal 1: Provide supplies, programs and services for the Religious Support of Soldiers and Family Members.	UNIT	CTOF	SBF	Total Funding
1.4 Prayer Breakfast/Luncheon	\$0	\$600	\$0	\$600

1.5 Soldier Visitation and Battalion Circulation

DESCRIPTION: An organic and grass-roots way for the Chaplain to get to know the Soldiers of the battalion, to learn about their lives, and build a warm, welcoming rapport. The greatest amount of *ad-hoc* counseling is accomplished by this objective.

JUSTIFICATION: If trust is not established and Soldiers do not see the Chaplain "out and about," the likelihood of Soldiers resourcing the Chaplain is greatly diminished.

No funding is required for this objective.

TARGET GROUP: Soldiers, Family members, and Authorized personnel

IMPACT: The Chaplain will get know the Soldiers, and the Soldiers will become familiar with the Chaplain bringing God to Soldiers and Soldiers to God.

Goal 1: Provide supplies, programs and services for the Religious Support of Soldiers and Family Members.	UNIT	CTOF	SBF	Total Funding
1.5 Soldier Visitation and Battalion Circulation	\$0	\$0	\$0	\$0

1.6 Strong Bonds (Couples, Families and Single Soldiers)

DESCRIPTION: Strong Bonds (SB) is a key resiliency program designed to increase Soldier readiness by assisting commanders in building and strengthening the structure of Army Families. It may be incorporated as part of the command's Soldier readiness and retention initiatives. It is a preventative skills-

based relationship building program led by Army Chaplains. Twelve hours of Strong Bonds training is required annually for Soldiers and Family members to gain the most benefit from participation in the program. The Army Chief of Chaplains is the proponent.

NOTE: Strong Bonds event format options for FY14 have dramatically changed from previous fiscal years as well as the funding allotted from the Department of the Army Chief of Chaplains (DACH) to each type of SB event.

• **Strong Bonds Alpha**

- Four (4) hours of structured training conducted locally in a military or commercial facility. At a minimum, two (2) hours will consist of approved Strong Bonds curriculum; additional time may be needed depending on curriculum training requirements. Units may also conduct up to two (2) hours of discretionary relationship skills training based on unit needs assessment.
- DACH Funding: \$2,000 (15 Couples; 10 Families; 30 Singles)

• **Strong Bonds Bravo**

- Eight (8) hours of training conducted locally in a military or commercial facility. At a minimum, four (4) hours will consist of approved Strong Bonds curriculum; additional time may be needed depending on curriculum training requirements. Units may also conduct up to four (4) hours of discretionary relationship skills training based on unit needs assessment.
- DACH Funding: \$4,000 (15 Couples; 10 Families; 30 Singles)

• **Strong Bonds Charlie**

- Twelve (12) hours of training, conducted overnight in a commercial offsite venue away from the installation, armory, or reserve center. At a minimum, six (6) hours will consist of approved Strong Bonds curriculum; additional time may be needed depending on curriculum training requirements. Units may also conduct up to six (6) hours of discretionary relationship skills training based on unit needs assessment.
- DACH Funding: \$15,000 (30 Couples; 20 Families; 60 Singles)

It is the Chaplain’s goal for the 40th ESB to participate in seven (7) Strong Bonds training events for FY14 pending funding approval from Department of the Army Chief of Chaplains.

The Battalion’s proposed Strong Bonds Training Schedule is illustrated in the chart below.

40th Expeditionary Signal Battalion			
1st QTR	2nd QTR	3rd QTR	4th QTR
18-20 Oct - Single Soldiers for 30 SMs (Charlie)	24-26 Jan - Families (Charlie)	Apr	Jul
15-17 Nov - Couples (Charlie)	7-9 Feb - Couples (Charlie)	May	Aug
Dec	21-23 Mar - Single Parents (Charlie)	13-15 Jun - Deployed Families (Charlie)	19-21 Sep - Deployed Families (Charlie)

PROGRAM RESOURCING: The authority to expend funds for implementing the Strong Bonds Program is contained in Title 10, United States Code Section 1789 and paragraph 16-6e, AR 165-1 (See Annex F attached). There are two primary sources of funding for Strong Bonds.

- **Local command appropriated funds:** Commanders are authorized and encouraged to utilize locally available funds as needed to support the program. All authorized expenditures (transportation, food, lodging, child care, supplies, fees, and training materials) may be paid utilizing these funds. See Title 10 except below.

- **Supplemental funds:** These funds may be available from the Department of the Army Chief of Chaplains (DACH) office for active component units, US Army Reserve Command (USARC) Chaplains Office for reserve component units and the National Guard Bureau Office of the Chaplain for Army National Guard (ARNG) units. All authorized expenditures (transportation, food, lodging, child care, supplies, fees, and training materials) may be paid utilizing these funds.
- **Combining resources:** There may be circumstances where multiple sources of funding may be needed to support an event. When combining local appropriated command funds and supplemental funds to support an event, costs will be segregated. At a minimum, supplemental funds will be used to support lodging, conference space, training curriculum and food. Local command funds should be used to cover costs for transportation, childcare, and any other authorized expense not covered by supplemental funding.
- **Active Component Priority for support:** Supplemental funding will be used to provide support in the following priority order.
 - Strong Bonds Alpha and Strong Bonds Bravo Events:
 - Priority 1: Curriculum
 - Priority 2: Food
 - Priority 3: Childcare
 - Strong Bonds Charlie Events:
 - Priority 1: Lodging
 - Priority 2: Conference space
 - Priority 3: Curriculum
 - Priority 4: Food (3 meals limit - costs will not exceed meal per diem rate for each location)
 - Priority 5: Childcare
 - Priority 6: Audiovisual Support
 - Priority 7: Transportation (Charter bus, commercial vans, etc)

Local resources, if available, should also be pursued to help fund Priority 3 for Strong Bonds Alpha and Strong Bonds Bravo events, and Priority 5-7 for Strong Bonds Charlie events.

REFERENCE: Memorandum of Instruction - Total Army Fiscal Year 2013 Strong Bonds Program Management, Resourcing and Training (26 July 2012). The FY14 guidance should be published sometime in August 2013.

JUSTIFICATION: Strong Bonds is directed to increase Soldier readiness by assisting commanders in building and strengthening the structure of Army Families by the Office of the Chief of Chaplains. Twelve hours of Strong Bonds training is required annually for Soldiers and Family members to gain the most benefit from participation in the program.

Funding for this objective is primarily the Commander's obligation, but supplementary funds are available through DACH and managed by Strong Bonds Program Managers (Brigade Chaplain).

TARGET GROUP: Service Members and their Families within the 40th Expeditionary Signal Battalion.

IMPACT: The Strong Bonds program strengthens the marital bonds, giving couples the tools and information they need for better communication and relationship building. Strong Bonds additionally teaches single Soldiers to focus on the skills of finding the right partner to building strong and enduring relationships.

**TITLE 10 - ARMED FORCES
 SUBTITLE A – GENERAL MILITARY LAW
 PART II - PERSONNEL
 CHAPTER 88 - MILITARY FAMILY PROGRAMS AND MILITARY CHILD CARE
 SUBCHAPTER I - MILITARY FAMILY PROGRAMS**

Section 1789. Chaplain-led programs: authorized support

(a) Authority.— The Secretary of a military department may provide support services described in subsection (b) to support chaplain-led programs to assist members of the armed forces on active duty and their immediate family members, and members of reserve components in an active status and their immediate family members, in building and maintaining a strong family structure.

(b) Authorized Support Services.— The support services referred to in subsection (a) are costs of transportation, food, lodging, child care, supplies, fees, and training materials for members of the armed forces and their family members while participating in programs referred to in that subsection, including participation at retreats and conferences.

(c) Immediate Family Members. — In this section, the term “immediate family members”, with respect to a member of the armed forces, means—

(1) the member’s spouse; and

(2) any child (as defined in section [1072 \(6\)](#) of this title) of the member who is described in subparagraph (D) of section [1072 \(2\)](#) of this title.

Paragraph 16-6e AR 165-1

(e) The Secretary of the Army hereby delegates their 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.

Paragraph 16-6f AR 165-1

(f) Commanders may use APF at installation level and mission funds at unit level to provide the support services prescribed in 10 USC 1789 for the commander’s program to build and maintain strong and ready Family structures.

Goal 1: Provide supplies, programs and services for the Religious Support of Soldiers and Family Members.		UNIT	CTOF	SBF	Total Funding
1.6	Strong Bonds (Couples, Families and Singles)	\$4,000	\$0	\$97,500	\$101,500

Goal 2

- Sustain and develop Soldiers' spiritual fitness, ethical decision making, and moral leadership skills.



**40th Expeditionary Signal
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2.1 Army Values Training

DESCRIPTION: As the Army transforms, new force structures will mature, information and weapons systems will evolve, Soldier support systems will adjust, and the morals and values and spiritual resilience necessary for conducting warfare will continue to demand our devoted attention. Chaplains, in performing their duties, are expected to speak with a prophetic voice and must confront the issues of religious accommodation, the obstruction of free exercise of religion, and moral turpitude in conflict with the Army values. Therefore, the Chaplain has the responsibility to produce plans or programs for advancing Army values and Soldier or Family resilience. The following programs will meet this criteria.

- Junior Leadership Training is an opportunity to develop Soldiers and Junior NCOs with cognitive leadership skills, the ability to recognize the weight of ethical choices and to teach the personal value of both the leader and the subordinate.
- Suicide & Soldier Responsibility Training is a quarterly training event that will allow the Chaplain to provide suicide prevention training and communicate the need of being a battle buddy caring for the well-being of your brothers and sisters in arms.

JUSTIFICATION: Continuous training and application of the Army Values will develop the desired Army culture. Continual training in suicide prevention and Soldier responsibility is necessary to sustain and develop Soldier morale and spiritual and ethical leadership.

Funding for this objective will be spent on curriculum and printing and binding costs necessary for program classes.

TARGET GROUP: Service Members within the 40th Expeditionary Signal Battalion.

IMPACT: An Army with a common ethic and moral standard creates a culture with objective right and wrong choices.

Goal 2: Sustain and develop Soldiers' spiritual fitness, ethical decision making, and moral leadership skills.		UNIT	CTOF	SBF	Total Funding
2.1	Army Values Training	\$1,200	\$0	\$0	\$1,200

2.2 Chaplain's Corner

DESCRIPTION: The Chaplain's Corner is proactive way to make religious literature and on-post worship opportunities readily available to all the Soldiers within the 40th ESB. The Chaplain's Corner will be in located in various high traffic areas throughout the Battalion footprint. In addition to providing Sacred Scriptures and spiritually based self-help literature, the Chaplain's contact information will be present.

JUSTIFICATION: Soldiers need spiritual guidance in their off-time and the Chaplain cannot be everywhere all the time. The Chaplain's Corner will provide a passive way of meeting the spiritual needs of the Battalion's Soldiers.

Funding for Chaplain's Corners is requested to provide appropriate resources throughout the year to include topics on spiritual growth, marriage enrichment, and leadership development.

TARGET GROUP: Service Members within the 40th Expeditionary Signal Battalion.

IMPACT: Greater UMT coverage and support for Soldiers working in a 24-hour-based operational environment.

Goal 2: Sustain and develop Soldiers' spiritual fitness, ethical decision making, and moral leadership skills.		UNIT	CTOF	SBF	Total Funding
2.2	Chaplain's Corner (4 Locations)	\$8,000	\$0	\$0	\$8,000

2.3 Applied Suicide Intervention Skills Training

DESCRIPTION: Applied Suicide Intervention Skills Training (ASIST) prepares caregivers to recognize individuals who are at risk and how to intervene to prevent the risk of suicidal thoughts becoming suicidal behaviors. ASIST is an Army G1 approved suicide intervention skills training for the Army. The 2-day workshop is recommended for "gatekeepers."

Gatekeepers are individuals who, in the performance of their assigned duties and responsibilities, provide specific counseling to Soldiers and Civilians in need. Primary gatekeepers include Chaplains, Chaplain Assistants, Army Substance Abuse Program (ASAP) counselors, and others as identified in AR 600-63, Chapter 4-4, j (4), Table 4-1. Secondary gatekeepers, such as military police, DoD school counselors, Red Cross workers, legal assistants, first-line supervisors, etc., are also listed in this table. Gatekeepers should attend the 2-day ASIST training workshop. Prioritization for the training should be given to those who have the highest propensity for interacting with individuals having the highest risk for suicidal behaviors.

The 2-day (16-hour) ASIST workshop prepares individuals to recognize suicide warning signs and provide lifesaving intervention skills. LivingWorks "owns" the ASIST curriculum.

The Battalion Chaplain will train and/or coordinate ASIST for Battalion Service Members.

REFERENCE: AR 600-63 (7 September 2010) - Army Health Promotion - Paragraph 4-4 *Leadership Training*.

JUSTIFICATION: Having a T4T trained team within the Battalion provides the greatest ease of training all Battalion "gatekeepers." This is additionally an excellent professional development tool for the UMT.

Unit funding will be required to provide this training capability to the UMT through the purchase of curriculum from Living Works at the cost of \$37 per trainee.

TARGET GROUP: 50% of the Service Members within the 40th ESB focusing on Sergeants and Staff Sergeants.

IMPACT: Providing ASIST training to those who have the highest propensity for interacting with individuals having the highest risk for suicide behaviors will equip Battalion "gatekeepers" to be the necessary caregivers to meet the needs of today's Army.

Goal 2: Sustain and develop Soldiers' spiritual fitness, ethical decision making, and moral leadership skills.		UNIT	CTOF	SBF	Total Funding
2.4	Applied Suicide Intervention Skills Training (ASIST)	\$8,650	\$0	\$0	\$8,650

Goal 3

- Undergo Unit Ministry Team sustainment and developmental training.



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3.1 Annual Denominational Training (Chaplain)

DESCRIPTION: The Chaplain will participate in the annual denominational endorsement training conference.

JUSTIFICATION: The Chaplain will attend annual conference to receive training and to maintain required denominational affiliation, and as such should be considered TDY. The dates and location of the training conference will be determined by Chaplain's endorser.

Funding is require to cover transportation, lodging and per diem.

TARGET GROUP: Battalion Chaplain

IMPACT: This training empowers, trains, strengthens the Chaplain's ability to be the spiritual, ethical and moral leader of the Battalion.

NOTE: The Battalion Chaplain will not participate in this training for FY14 because of the Battalion's deployment. This line has remained included so as to emphasize the importance the the Chaplain and Endorser relationship.

Goal 3: Undergo Unit Ministry Team sustainment and developmental training.			UNIT	CTOF	SBF	Total Funding
3.1	Annual Denominational Training	Chaplain	\$0	\$0	\$0	\$0

3.2 Combat Medical Ministry (Chaplain)

DESCRIPTION: Combat Medical Ministry (CMM) course is two weeks of intensive training to prepare UMTs for the rigors, wounds, and stress associated with combat and medical environments. This training runs concurrently with EMM. Training includes approximately 25 hours in a Trauma 1 facility responding to trauma alerts and interacting with Wounded Warriors. Lessons prepare UMT members to address the trauma, crisis, grief, death, spiritual health, and other ministry concerns that arise in a Combat Support Hospital or Combat and Operational Stress Control Detachment and is designed to prepare UMTs for medical ministry associated with deployments.

JUSTIFICATION: CMM fulfills Chaplain Corps training requirements for the Battalion Chaplain and is an essential skill for a Chaplain preparing to deploy in support of a unit's mission set. Department of Pastoral Ministry Training will determine the date and location of the training.

Funding is require to cover transportation, lodging and per diem.

TARGET GROUP: Battalion Chaplain

IMPACT: CMM will develop the Chaplain to be a greater force multiplier in the unit's mission capabilities.

Goal 3: Undergo Unit Ministry Team sustainment and developmental training.			UNIT	CTOF	SBF	Total Funding
3.2	Combat Medical Ministry	Chaplain	\$2,500	\$0	\$0	\$2,500

3.3 Emergency Medical Ministry (Chaplain's Assistant)

DESCRIPTION: Emergency Medical Ministry (EMM) course is two weeks of intensive training to prepare UMTs for the rigors, wounds, and stress associated with combat and medical environments. This course runs concurrently with CMM. Training includes approximately 25 hours in a Trauma 1 facility responding to trauma alerts and interacting with Wounded Warriors. Lessons prepare UMT members to address the trauma, crisis, grief, death, spiritual health, and other ministry concerns that arise in a Combat Support Hospital or Combat and Operational Stress Control Detachment and is designed to prepare UMTs for medical ministry associated with deployments. Chaplain Assistants receive additional instruction in peer care giving and conducting spiritual assessment.

JUSTIFICATION: The EMM course awards the 1M skill identifier to Chaplain Assistants and serves as Professional Development. Department of Pastoral Ministry Training will determine the date and location of the training.

Funding is required to cover transportation, lodging and per diem.

TARGET GROUP: Battalion Chaplain's Assistant

IMPACT: CMM will develop the Chaplain's Assistant to be a greater force multiplier in the unit's mission capabilities.

Goal 3: Undergo Unit Ministry Team sustainment and developmental training.			UNIT	CTOF	SBF	Total Funding
3.3	Emergency Medical Ministry	Chaplain Assistant	\$2,500	\$0	\$0	\$2,500

3.4 Brigade Chaplain Training (UMT)

DESCRIPTION: Brigade Chaplain Training is a weekly UMT training, mentorship, and development for the Battalion UMT. Additional training opportunities may arise at the discretion of the Brigade Chaplain and the agreement of the Battalion Commander. This training/Sync meeting is typically accomplished via teleconference.

JUSTIFICATION: This is professional development necessary for Chaplain Corps maturation.

TARGET GROUP: Unit Ministry Team

IMPACT: Trained and equipped UMT.

Goal 3: Undergo Unit Ministry Team sustainment and developmental training.			UNIT	CTOF	SBF	Total Funding
3.4	Brigade UMT Training	UMT	\$0	\$0	\$0	\$0

3.5 Installation UMT Training (UMT)

DESCRIPTION: Installation UMT Training is monthly training, mentorship, and development for all UMTs across post.

JUSTIFICATION: This is professional development necessary for Chaplain Corps maturation.

TARGET GROUP: Unit Ministry Team

IMPACT: Trained and equipped UMT.

Goal 3: Undergo Unit Ministry Team sustainment and developmental training.			UNIT	CTOF	SBF	Total Funding
3.5	Installation UMT Training	UMT	\$0	\$0	\$0	\$0

Standard Operating Procedures

For the Unit Ministry Team assigned to the 40th Expeditionary Signal Battalion



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The purpose of this Standard Operating Procedures (SOP) is established for the 40th Expeditionary Signal Battalion Unit Ministry Team Operations. All future references to this SOP will be termed 40th UMT SOP. The scope of this SOP applies only to 40th ESB. The responsibilities for this SOP fall to the Unit Ministry Team.

All Army Regulations, Policies, and Directives remain in effect. The omission of information or instructions not addressed in this SOP does not relieve personnel performing these duties from their legal responsibilities.

Securing Appointments with Battalion Chaplain

Personnel desiring an appointment with the Chaplain may choose to see him on a walk-in basis. It should be noted, however, that chances are high that the Chaplain will be either occupied or out of the office.

It is suggested that personnel wishing to see the Chaplain call first. The primary phone number for the Chaplain Assistant is **520.533.3176** (Office) and for the Chaplain is **520.732.0133** (Mobile). These phone numbers are to be used in order to pre-arrange an appointment.

While it is normal to utilize the chain-of-command for appointments, personnel may make appointments if they wish, without notifying the chain-of-command.

In the event that the Chaplain is unavailable for an extended period (Leave, TDY, Exercises, etc.), those personnel seeking to see a chaplain should see/call Staff Duty, PSG or 1SG for the current Battalion Chaplain Coverage Plan.

See next section for contacting the Battalion Chaplain in times of emergencies or crises.

Emergency Notification

Death and/or Serious Injury Report: In the event that a death or serious injury of either a Battalion Service Member or a family member occurs, the Battalion Staff Duty, unit leadership, or the S1 will notify the Chaplain (**520.732.0133**) immediately following notification of the unit Commander.

Other emergency situations: If other crisis situations arise (e.g. Serious marital or family situations) the unit leadership will notify the Battalion Chaplain and give him the information for contacting the Soldier and/or their family members. The Chaplain will make contact with the person(s) involved.

Staff Duty Chaplain: In the event that the unit Chaplain is unavailable, an on-call Staff Duty Chaplain is always available after duty hours by calling **520.508.8042**.

Command Referrals

The Chain-of-Command will schedule an appointment with the Battalion Chaplain within seven working days of the incident or decision to refer the Soldier. The Chaplain is to interview and/or counsel the Soldier as needed and while maintaining confidentiality with the Soldier and/or family member, will supply the Commander with a basic verbal progress report.

Specific Referral: In the event of a "blotter report" involving domestic disturbances, spouse/child abuse or related incidents, the command will make the appointment for the service member to see the Battalion Chaplain. This appointment will be within seven working days of the incident.

References: AR 165-1, Chaplain Activities in the United States Army

Unfamiliar Religious Groups

When the customs, beliefs or traditions of an individual in an unfamiliar religious group conflicts with military responsibilities, the following procedures will be followed.

1. The Soldier will submit through the Chaplain to the Commander the following information:
 - 1.1. A statement from the authority of his/her religious body authenticating the group as a creditable religious organization.
 - 1.2. A statement confirming the Soldier's membership in the religious organization.
 - 1.3. A statement that distinguishes the requirements which may be either custom or tradition and which are obligatory upon members of the particular religious groups.
 - 1.4. A statement that summarizes the doctrine, dogma and religious practices, which are requirements of group members.
2. The Chaplain will inform the Commander involved with his recommendation as to a possible solution.
3. In case of nationally oriented or based religious groups, an inquiry may be made to an embassy or legation of that country that may assist in establishing the authenticity of the claims of the religious group as well as that of the Soldier involved.
4. If the above cannot resolve the conflict and there are further questions as to Army policy or procedures, referrals can be made through technical channels (BN CH, BDE CH, DIV CH, Installation Chaplain, MSC Chaplain, or to the Office of the Chief of Chaplains, Department of the Army, Washington DC). These channels can help resolve the question of whether the practice can be permitted until a command decision can be made.

When information is requested or required for military operations within cultures and groups differing from that indigenous to our own culture, the BN UMT will be the primary resource agency within the Battalion Staff for those items relating to religious matters and their impact on the mission. Unit Commanders and/or appropriate staff members are responsible to consult the UMT when information is required. The UMT will respond with requested information to all requests within one calendar week.

References: AR 165-1, Chaplain Activities in the United States Army and DA PAM 165-17, Chaplain Personnel Management.

Privacy Act/Freedom of Information Act/Release of Personal Information

Personal privacy and freedom of information are covered in US Army regulations. ONLY the following items may be released without the written consent of the individual concerned.

1. Name
2. Grade
3. Present Unit or Office Address
4. Present Unit or Office Phone Number
5. Date of Birth
6. Date of Rank
7. Salary
8. Present Duty Assignment
9. Past Duty Assignment
10. Future Assignments which have been approved
11. Source of Commission
12. Military Education Level

13. Civilian Education Level
14. Promotion Sequence Number

Requests for information provided as privileged communication will be denied. The request, however, must be identified, marked, and processed properly. Complete documentation of requests and processing must be maintained by the Battalion Chaplain.

Roman Catholic Religious Support

Listed below are the steps for Roman Catholic Religious Support for **non-emergencies**.

1. Contact the Battalion Chaplain (CH (CPT) Andrew Calvert – 520.732.0133). The Battalion Chaplain will coordinate with the Catholic Staff Duty Chaplain from this point forward.
2. The Battalion Chaplain will contact the Catholic Chaplain (520.533.3808) providing the Priest with the family’s religious support request and family contact information. If the Duty Chaplain does not answer, contact the Installation Catholic Coordinator, Mary Barnes, at 520.249.0798.
3. The Battalion Chaplain will contact the Brigade Chaplain providing a situational update.

Listed below are the steps for Roman Catholic Religious Support SOP for **emergencies**.

1. Emergencies are defined as the death of or imminent death of a Service Member or a Service Member’s family.
2. Contact the Catholic Chaplain (520.533.3808) providing the Priest with the family’s religious support request and family contact information. If the Duty Chaplain does not answer, contact the Installation Catholic Coordinator, Mary Barnes, at 520.249.0798.
3. Contact the Battalion Chaplain (CH (CPT) Andrew Calvert – 520.732.0133).
4. The Battalion Chaplain will contact the Battalion Commander, Command Sergeant Major, and the appropriate Company Commander and First Sergeant providing a situational update.
5. The Battalion Chaplain will contact the Brigade Chaplain providing a situational update.

In the event that the organic Battalion Chaplain is unavailable, refer to the published Chaplain Coverage plan. Substitute the coverage Chaplain for all above Battalion Chaplain duties.

Chaplain Assistant Job Description

This section describes the duties of the Chaplain Assistant within of the UMT. It also gives provision for taskings outside of the UMT. The Battalion Chaplain and the Battalion Chaplain Assistant will ensure that these duties are carried out.

Responsibilities: A Chaplain Assistant, as a member of the UMT, is assigned to battalion and higher level headquarters units to assist the Chaplain with staff, Religious Support, 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 appropriate qualifications. Even though Chaplain Assistants are exempt from unit duty and details, the Soldier will adhere to unit formation requirements and meet standards on Physical Fitness, weapons, uniforms, and common tasks. Chaplain Assistants work directly for the assigned Chaplain even though they remain a part of the larger enlisted structure of the unit of assignment. Commanders will consult with the assigned Chaplain before assigning a Chaplain Assistant with duties that do not directly relate to the functioning of the UMT.

Procedures for tasking the Chaplain Assistant beyond the responsibilities of the UMT: Listed below are the steps for tasking the Chaplain Assistant with duties that do not directly relate to the functioning of the UMT.

1. If the Company Commander, Operations, or an NCO needs to task the Chaplain Assistant, He/She needs to contact the Battalion Chaplain and explain the nature and reasoning of the request.
2. The Chaplain, upon hearing the request, will decide to grant or not grant permission to utilize the Chaplain Assistant. The Goal of the UMT is to accommodate all support requests and will do so unless the task directly conflicts with the primary UMT mission.
3. The Chaplain Assistant, when told to accomplish a task by anyone other than the Chaplain, will do all within the Chaplain Assistant's power to accommodate the order. If the order conflicts with an already existent task, the Chaplain Assistant will respectfully explain why he/she cannot obey at this time. The Chaplain Assistant will inform the Chaplain of the order, and the Chaplain will work to support, if possible, the other mission.

Duties of Chaplain Assistant per skill level are:

Chaplain Assistant – Skill Level One (PVT - SPC):

1. Religious Support
 - 1.1. Provides UMT support to unit, Soldier and Family Members.
 - 1.2. Provide support for religious education activities.
 - 1.3. Demonstrates through communication skills, sensitivity and caring, through meeting the needs of distressed individuals.
2. Administration
 - 2.1. Prepares correspondence as needed for all missions.
 - 2.2. Receives, screens and refers visitors and prospective counselees.
3. Maintenance/Security/Supply
 - 3.1. Ensure appropriate/adequate appearance and coordinate maintenance requirements for UMT assigned assets.
 - 3.2. Orders, receives and verifies quality and quantity of supplies received against purchase orders, and contract documents.
4. Field Operations
 - 4.1. Participates in unit level field exercises.
 - 4.2. Establishes, updates and maintains loading plan for UMT section for participation in tactical operations.
 - 4.3. Establish, setup, maintain and operate UMT field equipment.
 - 4.4. Coordinate religious support in combat and field conditions.

Brigade UMT NCOIC – Skill Level Two (SGT - SSG) in general performs duties shown for preceding level of skill and provides technical guidance to lower grade personnel in the performance of these duties.

1. Religious Support
 - 1.1. Advises Unit leaders in identifying battle fatigued Soldiers and providing religious support.
 - 1.2. Plans, organizes and supports Brigade UMT section activities.
2. Administration
 - 2.1. Prepares all necessary administrative paperwork as needed.
 - 2.2. Proofreads copy for accuracy, consistency and format.
 - 2.3. Develop SOPs for the UMT.
 - 2.4. Prepares information and decision papers; conducts briefings.
 - 2.5. Develops and maintains data to support manpower planning and prepare required reports.
3. Supply – Initiates procurement of UMT section equipment and supplies
4. Field Operations – Collects and evaluates battlefield data used for determining Religious Support requirements.

References: AR 611-1, Military Occupational Classification Structure Development and Implementation