



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH ARMY
UNIT #15236
APO AP 96271-5236

EACG (600)

16 FEB. 2021.

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Eighth Army Command Policy Letter #39, Command-Sponsored, Chaplain-Led Program Funding

1. References:

a. Title 10, United States Code, Section 1789, Chaplain-led programs: Authorized Support, 24 November 2003

b. Army Regulation (AR) 165-1, Army Chaplain Corps Activities, 23 June 2015

c. AR 600-63, Army Health Promotion, 14 April 2015

2. Purpose. To establish a policy and describe a method for commanders to fund Command Sponsored, Chaplain-Led training programs to build strong and ready Soldiers and Families.

3. Policy

a. General. Soldiers and their Families experience significant stress as they strive to sustain the high operational tempo and state of readiness to "fight tonight". Chaplain-Led activities are designed to "encourage and promote concepts of religiously informed spiritual well-being and good health among Soldiers and Family members." (AR 600-63, para 1-19b.) "The religious program for the Army is the commander's program." (AR 165-1, para 1-10) Therefore, commanders will "approve and resource the Chaplain-Led training plan..." and "support chaplain-led programs that build and maintain individual and family readiness, resilience, and moral well-being." (AR 165-1, para 1-10, e and i, citing 10 USC 1789)

b. Authority. The Secretary of a military department may provide support services described in 10 USC, 1789, subsection (b), "to support Chaplain-Led programs that 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." (10 USC 1789(a)).

(1) The Secretary of the Army has delegated authority to provide support services to build and maintain a strong Family structure among active duty Soldiers and

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reserve Soldiers in an active status, and their Families, to commanders in the grade of Colonel (COL) and above. (AR 165-1, para 14-3(b)(6)). This authority may be delegated to a commander in the grade of Lieutenant Colonel (LTC) 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 LTC. Commanders may use appropriated funds (APF) at garrison 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 ready and resilient Family structures.

(2) Design. Commanders/Commandants of 8A units and organizations are authorized to expend appropriated funds (operations and maintenance Army (OMA)), in support of Command Sponsored, Chaplain-Led training for single, married and geographical bachelor Soldiers and their immediate Family members (10 USC, 1789, AR 165-1, para 14-3). APF are authorized to support "command-sponsored chaplain-led religious support activities, including, but not limited to, religious education, retreats, camps, conferences, meetings, workshops, and Family support programs." (AR 165-1, para 14-3) The APF, rather than the Chapel Tithes and Offerings Fund, are authorized for the following activities—

(a) Support chaplain-led programs to assist members of the Armed Forces and their immediate Family members in building and maintaining strong Family structures. This includes cost of transportation, food, lodging, supplies, fees, childcare, and training materials for members of the Armed Forces and their immediate Family members while participating in such programs, including participation at retreats and training conferences (see 10 USC 1789(b)).

(b) Contract for facilities, resource leaders, and expendable supplies, including literature and equipment.

(c) Pay travel and per diem costs for religious leaders providing a direct benefit to the Government under invitational travel authorization.

(d) Provide group travel for command-sponsored personnel participating in religious activities approved in the Commander's programmed religious support budget (Also known as Command Master Religious Program (CMRP), in accordance with AR 165-1, para 13-2). Under applicable regulations, group travel by Government vehicle may be authorized when available.

(3) Authorized Limits.

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(a) Brigade and battalion commanders are authorized to use OMA funds for Command Sponsored, Chaplain-Led events in support of the overall health of the command and a ready and resilient force. These mission essential training events will be conducted for Soldiers and their immediate family members enrolled in the Defense Enrollment Eligibility Reporting System (DEERS).

(b) This authority is limited to \$5000 per event (or \$50,000 per Fiscal Year) at each echelon and may not exceed local per diem rates for food and lodging. Chaplain-Led training programs which exceed this amount will be vetted with the next echelon chaplain and approved by the next echelon commander through an exception to policy memorandum (ETP).

(c) Brigade and battalion commanders will budget, plan, and execute Command Sponsored, Chaplain-Led programs in accordance with Planning, Programming, Budgeting, and Execution System (PPBES) policies.

(d) Command-Sponsored Chaplain-Led training includes, but is not limited to, spiritual resiliency, building stronger family bonds and communication, moral leadership, moral and ethical decision making, and fiscal responsibility training.

(e) Chaplain-led training is defined as the chaplain either serving as the presenter or facilitating the training with a guest speaker.

(4) Restrictions.

(a) Units will not combine chaplain-led training with larger events such as an organizational day or a memorial ceremony in order to use OMA funds to support such events.

(b) The APF will not be used to fund recreational activities or personal expenses not specifically authorized by law.

(c) Entertainment costs are not allowed to be paid for using appropriated funds.

(d) Appropriated and non-appropriated funding may be used simultaneously to pay for specific purchases within the same event, but may not be split to pay for any one purchase to support a particular event.

4. Procedures.

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a. Major Subordinate Commands (MSCs) and Brigade (BDE) Unit Ministry Teams (UMTs) will:

(1) Forecast and plan for Command Sponsored, Chaplain-Led events in the annual CMRP and obtain Commander's approval prior to the new fiscal year.

(2) Ensure the Command Sponsored, Chaplain-Led program concept memo is submitted 90 days before the desired training execution date. (Enclosure #1)

(3) Program packet must include, at a minimum:

(a) Operations Order (OPORD): Planned program communicated through the operations process.

(b) Depending on the level of event, the Brigade or Battalion Commander's Command Sponsored, Chaplain-Led Program Memorandum (Stated Intent)

(c) Independent Government Cost Estimate and Substantiating Documents (Hotel Quotes, Bus Transportation Quotes, etc.)

(d) Risk Assessment

(e) Legal Review

(4) Ensure the Command Sponsored, Chaplain-Led program approval memorandum is staffed with a tracking cover sheet in the proper order, as appropriate (e.g. BN CDR, the BDE UMT, BDE Legal Advisor, the BDE S4/Comptroller, the MSC or equivalent G8, and the BDE XO).

5. Nothing in this policy restricts MSC/DRU/TEC Commanders from issuing a more restrictive command sponsored chaplain-led program policy within their command.

6. Point of contact. The proponent for this policy is the Eighth Army Chaplain Directorate, at DSN 755-0307.

Encl
Memo for Command-Sponsored,
Chaplain-Led program Concept



WILLARD M. BURLERSON III
Lieutenant General, USA
Commanding

ENCLOSURE: Memorandum for Command-Sponsored, Chaplain-Led program
Concept (template)

(USE LETTERHEAD OF REQUESTING BN/BDE)

(OFFICE SYMBOL of requesting BN/BDE UMT)

Date

MEMORANDUM TO

_____ Brigade, Commander, Unit Location and Address

_____ Brigade, Unit Ministry Team Chaplain, Unit Location and Address

TO S8/G8 Office, Budget Analyst, _____ Brigade, Unit Address

SUBJECT: A Battalion Request for O&M funding and approval of a Command
Sponsored Chaplain Led Program event.

1. PURPOSE. To request the use of unit funds OPTEMPO (O&M) to support Command
Sponsored, Chaplain-led Programs (CSCLP) designed to build strong and ready
Soldiers and Families.

2. GENERAL.

a. Event Description.

- (1) Unit participating:
- (2) Name of Event:
- (3) Brief Description of Event:
- (4) Date Event is to be conducted:
- (5) Location of Event:

b. Funding.

- (1) Funding Type: (circle one) Appropriated Non-appropriated
- (2) Total \$ amount of funding requested:
- (3) Name and contact information of the cardholder to pay for desired services:

Name: _____

Unit: _____

Phone # _____

Email: _____

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c. Impact Statement. This training will equip (specific: _____ BN/BDE couples/single Soldiers) with valuable knowledge and tools to maintain resilience relationship in the difficult environment of military life.

d. Leaders will implement appropriate countermeasures to reduce risk involved with this training.

3. POC for this Event:

a. Chaplain (Rank) Name will be the point of contact for this event.

b. The chaplain may be reached by phone at _____ (office)
_____ (cell) or by email _____.

Encls

1. Brigade Legal Review
2. Risk Assessment
3. Substantiating Documentation
4. Operations Order (OPORD)

REQUESTOR (SIGNATURE BLOCK)
Battalion Commander

Approved_____/Disapproved_____

REQUESTOR (SIGNATURE BLOCK)
Brigade Commander