



# 417th Base Support Battalion *Commander's Policy*

Policy Number: 8-1      Proponent: AETV-WG-WN      Date: 01 September 2004

SUBJECT: Religious Activities and Coverage

## 1. REFERENCES:

- a. AR 165-1, 24 Mar 04, Chaplain Activities in the United States Army.
- b. FM 1-05 (16-1), April 03, Religious Support.
- c. DA PAM 600-75, 22 Sep 93, Accommodating Religious Practices.

**2. PURPOSE:** To provide a management policy for area religious coverage that includes sponsorship of lay leaders, coordination of area religious activities, and twenty-four hour emergency chaplain coverage to ensure spiritual readiness.

**3. SCOPE:** The provisions of this policy apply to all Unit Ministry Team (UMT) chaplains and chaplain assistants, sponsored denominational service leaders, civilian and visiting clergy ministering within the 417th Base Support Battalion (BSB).

## 4. POLICY:

- a. The BSB Chaplain will establish a Religious Support Coverage Plan to ensure that all personnel within the BSB area have access to a chaplain during duty hours.
- b. The BSB Chaplain operates an emergency on-call chaplain roster so that all personnel within the BSB have access to a chaplain during non-duty hours with a 20-minute response window. Each chaplain within the BSB serves as on-call chaplain for one week at a time based upon a rotating duty roster.
- c. The ASG Chaplain operates a non-appropriated Chaplain's Fund IAW AR 165-1.
- d. The BSB Chaplain monitors all distinctive faith group leaders and appoints a sponsor for each service. The sponsor ensures that all DFGLs are properly endorsed and processes all applications. The application process for DFGL status will be coordinated through command channels and forwarded through staff channels to the USAREUR Chaplain for approval. Prior approval by USAREUR is necessary for the conduct of service by DFGLs.

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This policy supersedes policy # 8-1, dated 14 November 2003, and remains in effect until rescinded or superseded.

e. The BSB Chaplain appoints a chapel manager for each chapel in the BSB. Each chapel manager coordinates the worship services and activities of that chapel. The priority for chapel use is worship services, religious activities, and other events IAW AR 165-1. Chapel facilities are dedicated facilities and issued for only those events that contribute to the moral and spiritual well-being of the community.

f. Private religious organizations and congregations that wish to operate within the 417th BSB area, but are not part of the DA Chapel Program, must submit an application through the BSB Commander for approval to operate as a private organization (see 417th BSB Policy Letter 7-5). No private religious organization may use chapel facilities without prior approval of the BSB Chaplain.

g. All religious program publicity to include flyers, handouts, radio and television announcements, and newspaper advertisements must be approved by the BSB Chaplain prior to dissemination.

h. The BSB Chaplain is responsible for the religious coverage of all personnel within the BSB area. Therefore, all UMTs will inform the BSB Chaplain of their duty status to include 90 day projected leaves and absences (TDY, field, deployments, etc.). UMTs will coordinate through the BSB Chaplain for religious support coverage in their absence.

i. In the absence of the BSB Chaplain, the Deputy BSB Chaplain has full authority to make decisions pertaining to the areas of responsibility stated above.

**5. PROPONENT:** 417th BSB Office of the Chaplain, DSN 350-1570

  
THOMAS H. FASS  
LTC, EN  
Commanding