

Religious Support

Virginia Defense Force Chaplain Corps Activities

**VIRGINIA DEFENSE FORCE HEADQUARTERS
5001 WALLER ROAD, RICHMOND, VIRGINIA 23230**

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SUMMARY of CHANGE

Virginia Defense Force Chaplain Corps Activities

This is a major revision dated 15 January 2017

Identifies and explains the primary, secondary, and other related duties of Chaplains (chap 1).

Describes duties and responsibilities for Chaplains when serving as a member of a Notification Team (chap. 1).

Explains the role of the Unit Ministry Teams and establishes duties for members (chap. 1).

Establishes reporting requirements for activities outside of normal MJTA, UTA, and SAD (chap. 1).

Identifies people applying to the VDF requesting to become Chaplains as Chaplain Recruits for administrative purposes (chap. 2).

Standardizes education and experience requirements for Chaplains (chap. 2).

Organizes and establishes the recruitment process for Chaplains (chap. 2).

Establishes the officer and enlisted Chaplain Candidate Programs (chap. 4).

Establishes basic training requirements for non-prior service Chaplains (chap. 5).

Establishes and standardizes Chaplain Corps. uniforms, insignia, identification cards and honoraria (chap. 7).

Establishes the role, duties and responsibilities of Religious Affairs Specialists (chap. 8).

Establishes and Identifies Distinctive Religious Group Leaders (chap. 9).

Headquarters
Virginia Defense Force
Richmond, VA 23230
15 January 2017

Religious
Support

VDF Chaplain Corps'
Activities

History. This publication is a major revision. The first edition of VDF Regulation 265-1 was preceded by a LOI dated 01 SEP 1994, and subsequent revisions dated 4 April 2002, and 9 October 2009. Corps experience in the years since the last update of VDFR 265-1 serve as modifying input for this regulation. The regulation was rewritten and reorganized to conform with changes to DA Pam 25-40.

Summary. This regulation describes the VDF Chaplain Corps organization, responsibilities, and mission as it corresponds to the Chaplain Corps of the Armed Forces of the United States.

Applicability. This regulation applies to VDF Chaplains and Religious Affairs Specialists at all levels unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is the VDF Command Chaplain. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations.

Suggested improvements. Users are invited to send comments and suggested improvements by letter directly to the VDF Command Chaplain at the address above.

Distribution. This publication is available in print and electronic media and is intended for Chaplains and Religious Affairs Specialists at all levels.

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Contents (Listed by paragraph and page number)

Chapter 1

Introduction

Purpose and responsibilities • 1–1, *page 6*
The role of chaplains • 1–2, *page 6*
Professional status of chaplains • 1–3, *page 6*
Primary duties of chaplains • 1–4, *page 7*
Secondary duties of chaplains • 1–5, *page 7*
Other responsibilities of Chaplains • 1–6, *page 8*
Duties as Member of the Notification Team • 1–7, *page 8*
Additional Duties • 1–8, *page 8*
Prohibitions • 1–9, *page 8*
Unit Ministry Team • 1–10, *page 8*
Mission • 1–11, *page 8*
Chaplaincy Ministerial Domain • 1–12, *page 9*
Chaplain Reporting Requirements • 1–13, *page 9*
Principles of ecumenism • 1–14, *page 9*
Reserve Temporary Duty (TDY) • 1–15, *page 9*

Chapter 2

Chaplain Recruits: Qualifications and Process, *page 10*

Chaplain recruits • 2–1, *page 10*
Academic, experience, endorsement, insurance, and physical requirements • 2–2, *pages 10-12*
Recruitment process • 2–3, *page 12*

Chapter 3

Initial Appointments, Promotions, and Transfers, *page 13*

Initial appointments • 3–1, *page 13*
Promotions • 3–2, *pages 13*
Reductions and transfers • 3–3, *page 13*

Chapter 4

Chaplain Candidate Program, *page 14*

Qualifications for Chaplain Candidates, initial appointments and promotions • 4–1, *page 14*
Enlisted Chaplain Candidates • 4–2, *pages 14-15*
Assignments and duties of Chaplain Candidates • 4–3, *page 15*

Chapter 5

Basic Qualification (BCQ) Training for Chaplains, *page 16*

Basic Chaplain Qualification (BCQ) training requirements • 5–1, *page 16*

Chapter 6

The Command Chaplain, *page 17*

Position • 6–1, *page 17*
Deputy Command Chaplain • 6–2, *pages 17*
Legal definition • 6–3, *page 17*
Duties • 6–4, *page 17*
Discipline of the VDF Chaplain Corps • 6–5, *pages 17-18*
Misconduct of a Chaplain • 6–6, *page 18*

Chapter 7

Uniform, Insignia, Identification Cards, and Honoraria, *page 19*

Chaplain Corps' uniforms • 7–1, *page 19*
Chaplain Corps' insignia • 7–2, *pages 19-20*
Chaplain Identification Cards • 7–3, *page 20*
Honoraria • 7–4, *page 20*

Chapter 8

Religious Affairs Specialists, page 21

The Role of the Religious Affairs Specialist • 8–1, *page 21*

Qualifications • 8–2, *page 21*

Application and assignment • 8–3, *page 21*

Duties of the Religious Affairs Specialist • 8–4, *pages 21-22*

Confidentiality • 8–5, *page 22*

Uniforms • 8–6, *page 22*

Chapter 9

Distinctive Religious Group Leaders, page 23

The Role of the Distinctive Religious Group Leaders • 9-1, *page 23*

Duties of the Distinctive Religious Group Leaders • 9–2, *page 23*

Qualifications and Requirements • 9–3, *page 23*

Review of Status • 9–4, *pages 23-24*

Removal of Distinctive Religious Group Leaders • 9–5, *page 24*

Chapter 1 Introduction, Purpose, and Responsibilities

1–1. Purpose. This chapter establishes the policies concerning the responsibilities and duties of Chaplains and Religious Affairs Specialists (RA) for meeting the religious and spiritual needs of the Virginia Defense Force (VDF).

1–2. The Role of Chaplains. Although some Chaplains are attached to VDF Regiments, all Chaplains report directly to the Command Chaplain, regardless of their assignment.

- a. The Command Chaplain exercises staff supervision over all VDF Chaplains and assigns VDF Chaplain Corps personnel to the subordinate VDF commands. The Command Chaplain oversees the religious duties and related activities within the VDF. The Command Chaplain maintains religious discipline in the Chaplain Corps. Chaplains are responsible to the Command Chaplain in matters of professional conduct and ministerial credentials. Chaplains are responsible to the Regimental Commanders where they are attached in matters of clergy confidentially.
- b. Consistent with the traditions and regulations of the Armed Forces of the United States, the unit commander bears primary responsibility for the religious, spiritual, and moral condition of the members of the command. The Chaplain serves as the staff officer that discharges these responsibilities for the commander. The Chaplain is attached to the personal staff of the commander and has direct access to the commander.
- c. Regiment Chaplains may exercise staff supervision over Chaplains attached to subordinate commands and/or at the direction of the Command Chaplain.
- d. All Chaplains may approach the Command Chaplain about any matter at any time with or without consultation and consent of Regiment Chaplains.

1–3. Professional Status of Chaplains

- a. Chaplains have a dual role as religious ministers and as staff officers. The primary role of the Chaplain is as a religious minister. The Chaplain serves on the commander's personal staff and has direct access to the commander. The Chaplain serves as a personal advisor, confidant, and pastor to the commander in matters of religion and morality. The Chaplain is a commissioned officer in the VDF and is addressed as "Chaplain" regardless of rank. Proper religious titles may also be used (e.g. Father, Rabbi, etc.) consistent with the customs of the Chaplain's religious order. Privileged communications between the Chaplain and any person are not to be disclosed for any reason whatsoever. Privileged communication is protected by professional standards of ethics and by the Code of Virginia:

§ 19.2-271.3. Communications between ministers of religion and persons they counsel or advise. No regular minister, priest, rabbi, or accredited practitioner over the age of eighteen years, of any religious organization or denomination usually referred to as a church, shall be required in giving testimony as a witness in any criminal action to disclose any information communicated to him by the accused in a confidential manner, properly entrusted to him in his professional capacity and necessary to enable him to discharge the functions of his office according to the usual course of his practice of discipline, where such person so communicating such information about himself or another is seeking spiritual counsel and advice relative to and growing out of the information so imparted.

§ 8.01-400. Communications between ministers of religion and persons they counsel or advise. No regular minister, priest, rabbi, or accredited practitioner over the age of eighteen years, of any religious organization or denomination usually referred to as a church, shall be required to give testimony as a witness or to relinquish notes, records or any written documentation made by such person, or disclose the contents of any such notes, records, or written documentation, in discovery proceedings in any civil action which would disclose any information communicated to him in a confidential manner, properly entrusted to him in his profession capacity and necessary to enable him to discharge the functions of his office according to the usual course of his practice or discipline, wherein such person so communicating such information about himself or another is seeking spiritual counsel and advice relative to and growing out of the information so imparted.

- b. Chaplains shall not be ordered to any duty that is outside the professional expertise of the Chaplain, or to duty that is judged by the Chaplain to be inconsistent with his/her position as a Chaplain or inconsistent with their religious vocation. Chaplains are not prohibited from volunteering for non-chaplaincy duties or training commensurate with their military rank, experience, and expertise.

1–4. Primary duties of Chaplains. The first responsibility of Chaplains is to provide ministerial care, sacraments, and religious instruction to VDF personnel, VDF personnel family members, and other military personnel and dependents. Chaplains may fulfill this responsibility personally or coordinate with command authority to make provision of the same when the Chaplain and the personnel are not of the same or similar faith.

1–5. Secondary Duties. The secondary responsibility of Chaplains is to conduct services for divine worship consistent with the Chaplain's religious order during training duty or state active duty (SAD). It is the duty of the Chaplain to encourage personnel to exercise their right of religious practice.

- a. Invocations before meetings, meals, blessings asked for endeavors, commemorative prayers, and other usual, traditional and customary public religious activities are understood not to be services of divine worship, but are elements of polite civil, governmental, and military life. Therefore, members of the VDF will not be excused from such activities when the Chaplain undertakes them at the direction of the commander, and Chaplains are expected to offer appropriate public prayer consistent with their faith and consistent with the VDF policy of ecumenism upon request of the commander.
- b. The Chaplain alone shall determine the content of services of divine worship. Services of divine worship shall never be made compulsory for VDF personnel.
- c. A unit commander may elect to schedule religious services for units during weekend unit training assembly (UTA), All Hands, MUTA, and SAD. A time and location dedicated solely for voluntary religious participation shall be designated. No other training shall be in conflict. As a practical matter, commanders may prohibit all other activities during services of divine worship when doing so will not endanger the welfare of unit personnel. Worship service times are to appear on the training schedule as a method of informing personnel of this optional activity.
- d. Chaplains are authorized to conduct rites, ceremonies, sacraments, and services as required by their respective denomination. Chaplains will not be required to take part in worship when such participation is at variance with the tenets of their faith.

1–6. Other responsibilities of Chaplains. These responsibilities include providing religious rites and ceremonies upon request to VDF members and families when not on training duty or state active duty. This area of responsibility includes but is not limited to baptisms, circumcisions, confirmations, weddings, services for the deceased, consecrations, and other such rites and ceremonies as may be consistent with the religious faith of the Chaplain.

1–7. Duties as Member of the Notification Team. It is the duty of the Chaplain to accompany VDF personnel making notification of death, injury, or illness to the next-of-kin. This regulation strictly prohibits Chaplains from making notification to next-of-kin. The Chaplain shall accompany the notification team, and may stay at the point of notification after such notification has been made.

1–8. Additional Duties. Additional duties of the Chaplain include, but are not limited to, instructional classes upon request of the VDF Chief of Staff on character development, personal responsibility, public speaking, and other such skills as the Chaplain's considerable education and talents might enable the Chaplain to teach.

- a. The Chaplain shall advise the commander in matters of religion, ethics and morality, and advise the commander and staff when training might conflict with religious observance (e.g. to advise against holding a MUTA on Easter).
- b. The Chaplain shall assist the Command Chaplain and commanders in the recruiting of Chaplains for the VDF.
- c. The Chaplain shall provide Chaplain services to his/her attached command and to all subordinate commands who are without an assigned Chaplain. The Command Chaplain will designate Chaplains to provide service to commands.
- d. The Chaplain shall present and promote the ministry of the VDF Chaplain Corps in the religious community and present the mission of the VDF to churches, synagogues, and other faith communities.

1–9. Prohibitions.

- a. Chaplains shall not serve as morale officer unless the duty of morale officer is an assigned additional duty. However, even if assigned, it shall not interfere with the Chaplain's primary ministerial duties and responsibilities. The Chaplain is NOT to be a 'social director' for a military unit.
- b. Chaplains shall not serve on promotion boards, officer or enlisted review boards, or award boards.

1–10. Unit Ministry Team (UMT). The UMT is a task-organized mission-based team designed to accomplish and support the religious, spiritual, and ethical needs of soldiers in accordance with command responsibilities. The UMT consists of one Chaplain and one Religious Affairs Specialist assigned to the same unit, whose personnel are drawn either from the Command Chaplaincy staff or the forward deployed Regimental Ministry Teams per the FORCE MTO. The Regimental UMT's also support subordinate commands. UMT Chaplains have direct access to their attached unit commander for all chaplaincy issues. Religious Affairs Specialists have direct access to their CSM for all chaplaincy issues.

1–11. Mission. UMT missions vary by echelon of assignment.

- a. Subordinate Commands. The Subordinate Command UMT creates worship opportunities; conducts pastoral care, performs, provides for, and coordinates the religious support mission for the Subordinate Command; conducts stress/suicide/battle fatigue prevention and care; provides religious support to

casualties/caregivers/grieving unit members; supports casualty notification teams; coordinates with community religious leaders for support in areas outside the Chaplain's faith; coordinates with local religious leaders before conducting worship services open to the general public; coordinates with or assists local religious leaders during operations in VDF- controlled shelters.

- b. Regiment. In addition to the above, the Regiment UMT supervises and provides guidance to Subordinate Command UMT's; conducts UMT training for Subordinate Command UMTs; provides assistance visits to Subordinate Command UMTs to help with administrative and technical skills; acts as a communications link with UMTs at higher headquarters.
- c. Force Headquarters. In addition to the above, the Force Headquarters UMT acts as a critical advisor to commanders at all levels of the Force Headquarters on religious support & quality of life issues; mentors subordinate UMTs; recommends Chaplain/Religious affair Specialist assignments, determines training objectives; and conducts religious support training.
- d. National Guard Support. The National Guard Support UMT assists the Virginia National Guard (VAANG) within the Chaplain's and Religious Affairs Specialist's realm of experience and training. VAANG support UMTs function as support elements to the Chaplains within the VAANG.

1-12. Chaplaincy Ministerial Domain. The Chaplain shall not be required to have specific orders to travel to or from any place where the Chaplain functions as professional clergy, e.g., hospital visits, funerals, worship services, or public functions where the Chaplain offers prayers, invocations or undertakes any other public or private ministerial function, interviews prospective recruits, visits Chaplains of subordinate commands, or functions as a Chaplain at the request of any unit commander. This regulation shall stand as de jure orders for the Chaplain to effect usual, customary, and reasonable ministerial services for VDF personnel, and to perform public ministry functions for military personnel in and out of uniform.

1-13. Chaplain Reporting Requirements. Whenever a Chaplain is called upon, or otherwise performs duties outside of the normal UTA, MUTA, SAD, the Chaplain shall report the date, time, location, hours involved and a description of the duties performed using a VDF form ATEV (Alternative Hours or Extra Training Certification) to the Command Chaplain, with a copy to the commander of the unit to which the Chaplain is attached within 72 hours of completing the duty.

1-14. Principles of Ecumenism. To the maximum extent allowed by the Chaplain's endorsing authority, the VDF Chaplain is expected to be inclusive as conscience and good order shall permit. Principles of ecumenism shall be discussed in recruiting. Changes in doctrine of discipline by the Chaplain's faith community or personal positions that prohibit the Chaplain from effective function in an ecumenical environment may be the grounds for non-prejudicial discharge or transfer to the VDF Reserves.

1-15. Reserve Duty. Fully-credentialed Chaplains assigned to the VDF Reserve may be attached by the Command Chaplain to serve with units as needed.

Chapter 2. CHAPLAIN RECRUITS: QUALIFICATIONS AND PROCESS

2–1. Chaplain Recruits. Persons identified as potential Chaplains, who are actively seeking to join the VDF, are designated Chaplain Recruits. This designation is for convenience, does not guarantee commissioning, nor does it confer any other status.

2–2. Academic, Experience, Endorsement, Insurance, and Physical Requirements.

- a. Education and experience. Chaplain Recruits must have:
 - (1) A baccalaureate degree of not less than 120 semester hours from an accredited college or university listed in the current edition of the American Council on Education's (ACE) Accredited Institutions of Postsecondary Education, or from a school whose credits are accepted by an approved college or seminary. This degree requirement is IAW VADFR 600-100 (Commissioning of VDF Officers) and no waivers may be issued.
 - (2) An additional graduate degree from an accredited college or university, in theological or religious studies in such area of study as the Chaplain Recruit's religious orders require; having earned at least a total of 72 semester hours in graduate work in these fields of study. The graduate professional study requirement can be met only at a graduate school listed in the current edition of the American Council on Education's (ACE) Accredited Institutions of Postsecondary Education.
 - (3) A minimum of four (4) full years as the leader in charge of a faith community. That is four (4) full years of experience as the senior pastor, priest, rabbi, or other minister of a congregation.
- b. Chaplain Recruits must have the approval of their faith organization to serve as a Chaplain. This approval is demonstrated through ordination and endorsement.
 - (1) Ordination Requirement. No person shall be appointed as a Chaplain in the VDF without documented credentials to such religious orders as enable the applicant to serve as the senior minister, priest, rabbi, or other pastoral leader of a congregation regularly meeting in the Commonwealth of Virginia (i.e., ordination or such other credentialing practiced in the Chaplain's faith). Such credentialing must be regular, valid, permanent, and currently in effect. The Chaplain Recruit must be in good standing, and must provide contacts for authentication of ministerial credentials.
 - (2) Formal endorsement by ecclesiastical authority is required of all Chaplain Recruits. Endorsement may be from the endorsing agency for military chaplains for the Chaplain Recruit's faith community; or, from an ecclesiastical authority, association or jurisdictions situated in the Commonwealth of Virginia; or, from a local congregation which the Recruit serves in a professional capacity (e.g. paid staff.).
 - (3) Chaplain Recruits who are currently serving as senior pastors, rectors, teaching elders, rabbis, or otherwise the senior clergy of a congregation regularly meeting in the Commonwealth of Virginia will also provide a statement from their congregation's governing board that the congregation will support the Chaplain Recruit in his/her ministry and Chaplaincy within the VDF.
 - (4) Chaplain Recruits are encouraged to present VDF Chaplaincy to their congregations as an extension of their congregational work.

- (5) Former Chaplains of any branch of the military services of the United States meet all VDF requirements, provided they were discharged under honorable conditions and have maintained their ecclesial endorsement. No other chaplaincy service may be substituted for the requirements of this regulation.

c. Malpractice insurance requirements.

- (1) A Chaplain Recruit shall sign an affidavit stating that the Chaplain Recruit has never been refused coverage for pastoral counseling malpractice insurance and has not had a policy terminated for any cause other than nonpayment of premium.
- (2) A Chaplain Recruit shall sign an affidavit stating that the Chaplain Recruit has never been refused coverage for sexual misconduct insurance nor has had a policy terminated for any cause other than nonpayment of premium.
- (3) Upon request by the Command Chaplain, a Chaplain Recruit shall provide a certificate of insurance from the underwriter providing pastoral counseling malpractice insurance and/or sexual misconduct insurance; or, documentation from the ordaining authority accepting liability; or, a letter stating that the Chaplain personally accepts all such liability.

d. Physical requirements

- (1) Chaplain Recruits are expected to be able to function during an emergency deployment of up to 72 hours. Any illness or infirmity or debility that would require medical intervention during that time frame must be disclosed to interviewing officers.
- (2) Chaplain Recruits must have the physical ability to drive or be driven across the Commonwealth of Virginia, conduct a 1-hour worship service or funeral, and travel home safely.

e. Other requirements.

- (1) Command Chaplain Interview and endorsement. Chaplain Recruits shall be interviewed by the Command Chaplain. A favorable endorsement by written memorandum must be received with any personnel action form before any person is appointed or commissioned as a Chaplain. The interview by the Command Chaplain shall include personnel transfers from the VDF Reserve to the active cadre.
- (2) Non-clergy professional review. While the Chaplain is an officer by virtue of ministerial credentials, the Chaplain is nonetheless a military officer. As such, the Chaplain Recruit must demonstrate by interview or examination by the Command Chaplain or such officer or officers the Command Chaplain shall appoint, that the Recruit has the qualities and skills necessary for every office, including, but not limited to:

Professional appearance

Confidence

Ability to articulate answers to questions

Bearing

Motivation

Sense of duty

2–3. Recruitment Process. Chaplain Recruits shall submit all required forms and applications as described in VDF Regulation 600-10, as well as documentation of their academic, experiential, and ecclesial qualifications as outlined above, to the Command Chaplain.

- a. Chaplain Recruits shall submit a resume of ministerial education and experience to the Command Chaplain for review. If the Chaplain Recruit is recommended, the recommendation will be reviewed by the VDF Commander.
- b. Chaplain Recruits may be required to submit a 300-600 word essay describing the process by which they came into the ministry for review by the Command Chaplain. The purpose of this essay is to assist the Command Chaplain in determining the Chaplain Recruit's suitability for Chaplaincy in a military environment.
- c. All application documents shall be reviewed initially by the Command Chaplain or, in the Command Chaplain's absence, by a Chaplain designated by the Command Chaplain. Following this review and written endorsement, the application package will be forwarded to FORHQ for inclusion in the Chaplain Recruit's personnel file.
- d. No one shall be commissioned as a Chaplain without a written endorsement to the VDF Commander from the Command Chaplain. VDF Form 3R issued without a favorable endorsement from the Command Chaplain and approved by the VDF Commander are null and void. VDFR 600-10 requires that all Chaplain appointments be made only by Force Headquarters personnel action orders.
- e. Chaplains and Chaplain Recruits with previous military service shall provide the Command Chaplain with copies of their service discharge records (DD 214 or NGB 22) before commissioning. The Chaplain or Chaplain Recruit will also provide a signed release of military records (SF-180) so that original copies of their military records may be placed in their personnel files.

Chapter 3. INITIAL APPOINTMENTS, PROMOTIONS, AND TRANSFERS

3–1. Initial Appointments. Chaplain Recruits meeting all requirements of this regulation, including ecclesial authority endorsement, may be appointed as Captain.

3–2. Promotions. Meeting the educational and experience requirements for a given rank are not the sole criteria for promotion. In addition to the requirements of VDFR 624-1, VDF personnel must complete all of the required VDF and FEMA courses as described in Appendix A to qualify for promotion from their current grade. The Command Chaplain must recommend all Chaplain promotions. Chaplains are also subject to the following requirements:

3–3. Reduction and Transfers.

- a. Transfers of VDF Soldiers into the Chaplaincy. VDF officers seeking transfer to the VDF Chaplain Corps are required to meet all educational and experience standards of this regulation. This may require non-prejudicial reduction in grade to conform to Chaplain Corps requirements. All VDF Soldiers, including, but not limited to, prior Federal officers who were not Chaplains, are subject to the same requirements. Reduction in rank, regardless of any previous rank held in any other service, may be necessary depending on the receiving billet.
- b. Transfers of VDF Chaplains into non-Chaplain billets. Chaplains who seek transfer to non-Chaplain billets must meet all professional standards for the billet to which they seek transfer, and must have favorable endorsement from the Command Chaplain as well as the VDF Commander and any unit commander affected. Reduction in rank may be necessary depending on the receiving billet.
- c. Chaplains serving at the time of adoption of this regulation shall not suffer any reduction in rank because of professional standards requirements contained in this regulation, but are subject to all requirements for this regulation for future promotion, commission, or appointment. Chaplains in the VDF Reserve shall meet all requirements of this regulation before transfer to any billet in the VDF.

Chapter 4. CHAPLAIN CANDIDATE PROGRAM

4–1. Qualifications for Chaplain Candidates, Initial Appointments and Promotions

- a. Chaplain Recruits (as defined in Para 2-1 above), who meet the endorsement requirements (as defined in Para 2-2.b above), who possess a baccalaureate degree IAW VDFR 600-10 and VDFR 624-1, and are eligible to be commissioned as a VDF officer, but who do not possess the educational or experience requirements for Chaplains, may be commissioned as Chaplain Candidates.
- b. Chaplain Candidates not possessing the additional theological degree or the pastoral experience may be appointed as 2LT. They may be promoted to 1LT when they obtain the required theological education.
- c. Chaplain Candidates not possessing the additional theological degree, but who have the required experience may be appointed as 2LT.
- d. Chaplain Candidates possessing the additional theological degree, but not having the required experience may be appointed as 1LT.
- e. Summary: A Chaplain Candidate who does not possess the additional theological degree is appointed as 2LT. A Chaplain Candidate who possesses the additional theological degree is appointed as 1LT. When the Chaplain Candidate obtains both the additional theological degree and the required experience, they are then appointed as a Chaplain, in the grade of Captain. Chaplain Candidates are ineligible for promotion above the grade of 1LT until the theological education and experience requirements are both met.
- f. In addition to the theological education and ministry experience, Chaplain Candidates must complete all the training required of VDF officers as found in VDFR 600-10 and in VDFR 624-1 (refer to Para. 3-2 above) before being appointed as a Chaplain.
- g. For purposes of this regulation, full time employment as associate pastor shall be counted as time served as senior pastor. However, positions which do not involve leadership of the larger faith community such as youth pastor, minister of music, minister of Christian education, cantor, etc., shall not be counted as years of service as senior pastor. For purposes of clarity and example, the descriptions of acceptable experience levels listed herein are made in terms of the most commonly found clerical offices within the Commonwealth of Virginia. When there is any question about how time in clergy service shall be counted, or the method by which pastoral service in faith communities employing other titles shall be used, the Command Chaplain shall make a recommendation to the VDF Commander.

4–2. Enlisted Chaplain Candidates

- a. Chaplain Recruits who desire to become a VDF Chaplain, but who do NOT yet possess the required baccalaureate degree IAW VDFR 600-10 and VDFR 624-1, are ineligible to be commissioned as a VDF officer, and no waivers are authorized. These Chaplain Recruits are eligible to become Enlisted Chaplain Candidates
- b. If the Chaplain Recruit is enrolled in an academic program leading to a theological degree, is on track for ordination within their faith community, or is already serving as the pastor of a faith community, they may be enlisted as a Chaplain Candidate at a rank commensurate with their education, experience, or their former military

grade. When the Enlisted Chaplain Candidate obtains the required baccalaureate degree, they may be commissioned as 2LT IAW with Section 4-1, Paragraphs a. through e.

4-3. Assignments and duties of Chaplain Candidates

- a. Commissioned Chaplain Candidates will be assigned to the Command Chaplain as Chaplain Program Officers with duties and responsibilities to be prescribed by the Command Chaplain. The Command Chaplain may assign Chaplain Candidates to VDF units to serve as a Chaplain if the Command Chaplain deems this to be appropriate.
- b. Enlisted Chaplain Candidates will be assigned to the Command Chaplain as Chaplain Program personnel with duties and responsibilities to be prescribed by the Command Chaplain. They will be required to meet all VDF enlisted requirements for training and promotion.

Chapter 5. BASIC QUALIFICATION (BCQ) TRAINING FOR CHAPLAINS

5–1. Basic Chaplain Qualification (BCQ) Training Requirements. The VDF requires that all Officers with no prior military service complete the one year long, Basic Officer Leadership Course (BOLC). This requirement has been waived for Chaplains. Commissioned members of the VDF Chaplain Corps who are non-prior military service shall complete the VDF Professional Officer's Development Course (PODC), which is modelled after the Basic Officer Leadership Course (BOLC) and which is described in Appendix B.

Chapter 6. THE COMMAND CHAPLAIN

6-1. Position. The Command Chaplain shall function as the senior Chaplain within the VDF. The Command Chaplain shall exercise direct supervision of all Chaplains attached to all echelons of subordinate commands. The Command Chaplain is the Chief, VDF Chaplain Corps.

6-2. Deputy Command Chaplain. The Command Chaplain may appoint a Deputy Command Chaplain to assist with the duties above. Such appointment will be published by formal orders and be subject to the approval of the VDF Commander. The Deputy Command Chaplain may be delegated any of the duties outlined in this regulation.

6-3. Legal Definition. The Command Chaplain, for purposes of Code of Virginia § 57-16, is the ecclesiastical officer for the VDF Chaplain Corps. Religious articles, books, sacramental vessels, and appointments for worship, and any personal or real property consecrated for sacred use and thus inappropriate for state property, shall be secured by the ecclesiastical officer.

6-4. Duties.

- a. The Command Chaplain shall from time to time meet and observe Chaplains that are attached to subordinate commands while functioning in training, staff meetings, UTA, MUTA, and other activities of subordinate commands.
- b. The Command Chaplain shall supervise and qualify Chaplain contract personnel and volunteers retained or organized to support VDF training, mobilization or deployment. This shall include child care during chapel services, personnel for religious instruction, pastoral counselors, and contract or volunteer ministers of faiths not represented in the VDF Chaplain Corps, but required to meet the religious needs of VDF personnel.
- c. Matters of discipline pertaining to the VDF Chaplain Corps shall be reported by the Command Chaplain to the VDF Commander. The VDF Commander may correspond with the Command Chaplain endorsing ecclesiastical authority.

6-5. Discipline of the VDF Chaplain Corps. The Command Chaplain is charged with the responsibility of maintaining good order and discipline in the Chaplain Corps, especially with respect to matters of religious conduct.

- a. Chaplains are attached to unit commanders by the Command Chaplain. Commanders may not be knowledgeable of particular codes of conduct and traditions of the various faith groups represented by the Chaplains. Accordingly, the Command Chaplain must exercise care and caution to ensure that appointments of Chaplains meet both the diverse needs of the unit to which they are attached and the specific needs of the unit commander.
- b. The Command Chaplain has authority to discharge their responsibility by issuing letters of reprimand through the VDF Commander, suspending Chaplain credentials, recommending against promotion, assigning remedial training, requesting resignation, and in severe cases, recommending discharge, and other such actions as good order shall require.
- c. The Command Chaplain may encourage good performance and performance above and beyond the call of duty by letters of commendation, recommendations for promotion, assignment to greater areas of responsibility, and other such actions as good order shall require.

- d. The Command Chaplain may, from time to time recommend optional or designate mandatory standards of continuing education for the Chaplain Corps. Chaplains who fail to meet mandatory continuing education standards shall be transferred to the VDF Reserve until standards are met. It is the policy of the Chaplain Corps that continuing education requirements and other training have objective performance standards.
- e. The Command Chaplain may, from time to time issue letters of instruction (LOIs) giving direction concerning religious matters not covered by this regulation to insure uniformity and interoperability throughout the VDF Chaplain Corps. LOIs will be incorporated into successive revisions of this regulation.

6–6. Misconduct of a Chaplain. Any commander who charges or suspects a Chaplain of misconduct will notify the Command Chaplain in the strictest confidence.

- a. The Command Chaplain may suspend the Chaplain Corps credentials of any Chaplain pending an investigation; however, such suspension shall be limited to Chaplain Corps credentials and ministerial activity within the VDF, and shall in no way affect the standing of the Chaplain as an officer in the VDF IAW principles of due process and military discipline. Chaplains who are reinstated shall have no record of suspension of credential in any file.
- b. Any Chaplain who is placed under discipline by the Chaplain's faith community, whose license or ordination or appointment is revoked or expires, or who is suspended or otherwise restricted by any ecclesiastical or civil authority, shall report the same immediately and in writing to the Command Chaplain.
- c. All Chaplains must immediately notify the Command Chaplain if they:
 - (1) are arrested, indicted, charged with any offense.
 - (2) are sued for any reason.
 - (3) cause or are associated with any public notorious act.
 - (4) are adjudicated mentally incompetent.
 - (5) are voluntarily or involuntarily admitted to a mental institution, or are under the care of a mental health professional.
 - (6) are incapacitated in any way.

Chapter 7. UNIFORM, INSIGNIA, IDENTIFICATION CARDS, AND HONORARIA

7-1. Chaplain Corps Uniform. The purpose of uniformed Chaplaincy is to allow the Chaplain to interact seamlessly with soldiers. VDF Chaplains wear the same duty uniform as other soldiers assigned to the same unit and as specified on the training schedule, unless other duties the same day require a different uniform.

- a. Chaplains are authorized, but not required, to wear the uniform (VDF Class A, B, or C) when performing any Chaplain function at any time or any place other than regular drills, UTA, MUTA, FTX, and SAD deployments. This includes making presentations about VDF Chaplaincy before their own congregations or other faith groups for the purpose of recruiting personnel for the VDF Chaplain Corps.
- b. Chaplains are required to possess a class C uniform conforming to the VDF uniform standards (VDFR 670-1) to be used for the conduct of services of divine worship when the uniform of the day is class C.
- c. Chaplains are required to possess Class A and B uniforms conforming to VDF uniform standards (VDFR 670-1) to be used for the conduct of services of divine worship when such uniform is appropriate.
- d. The VDF uniforms consist of the Army Service Uniform (Blue) and the ACU-Woodland pattern. VDFR 670-1 provides details regarding specific uniform information and descriptions. The former Army Service Uniform (Green) - A & B – BDU uniforms are no longer authorized for wear.
- e. When conducting religious services, Chaplains will wear the appropriate military uniform with such vestments or other appropriate attire established by religious law or common practice. Such vestments include but are not limited to a Chaplain's scarf, stole, yarmulke, tallit, etc., and such items may be worn with the uniform while conducting religious services and during the period immediately following such service.

7-2. Chaplain Corps Insignia. The VDF Chaplain Corps insignia matches the insignia currently in use by the U.S. Army for Chaplains of their respective faiths. No other insignia are authorized by this regulation. The Command Chaplain will authorize other insignia by LOI addressed to each Chaplain individually if other insignia are necessary.

- a. The Chaplain is required to wear Chaplain Corps insignia on all uniforms as directed by VDFR 670-1. See Appendix C for additional details.
- b. The Chaplain is required to wear the appropriate Chaplains Corps insignia of their faith on their Class C headgear in place of insignia of rank as directed by VDFR 670-1.
- c. The Chaplain is required to wear the Chaplain Corps insignia of their faith in place of the crossed saber and musket of the militia branch of service device on the class A uniform jacket as directed by VDFR 670-1.
- d. On the class B uniform shirt, the Chaplain Corps insignia will be worn centered above the left shirt pocket flap.
- e. Only Chaplains of the VDF currently under appointment as officers and assigned to a Chaplain billet or to the Reserves are authorized to wear Chaplain insignia. Prior Chaplains from federal service or any other Chaplain or minister of religion are prohibited from wearing Chaplain Corps insignia while in VDF uniform. Unauthorized wearing of Chaplain Corps insignia is a chargeable offense

equivalent to impersonating an officer. The Chaplain Corps insignia is a visible indicator to military personnel that when speaking to the Chaplain they have the privilege of confidentiality and the protection of standards of this regulation.

- f. Commissioned Chaplain Candidates (as identified in Chapter 4 above), will wear the US Army Chaplain Corps Chaplain Candidate Insignia centered over the name tape on the class C uniform.
- g. Commissioned Chaplain Candidates wear the appropriate insignia of rank on their Class C Headgear as directed by VDFR 670-1.
- h. Commissioned Chaplain Candidates wear the US Army Chaplain Corps Chaplain Candidate Insignia on the Class A uniform in place of the crossed saber and musket of the military branch of service device on the Class A uniform jacket as directed by VDFR 670-1. On the upper right lapel Commissioned Chaplain Candidates wear the VA disk.
- i. On the Class B uniform shirt, the Chaplain Candidate insignia will be worn centered above the left shirt pocket flap.
- j. Enlisted Chaplain Candidates wear the same uniform insignia as Religious Affairs Specialists (Paragraph 8-6 below).

7-3. Chaplain Identification Cards. The Command Chaplain may approve Force Headquarters issuing Chaplain identification cards for Chaplains and Chaplain Candidates to use in gaining clergy privilege access to VDF personnel in civilian hospitals and other institutions. These identification cards, when issued, shall identify the Chaplain or Chaplain Candidate and shall state that the Chaplain identification card is valid only with a current VDF identification card. Chaplain identification cards do not replace VDF identification cards, and may not serve in place of VDF identification cards for any military purpose.

7-4. Honoraria. Chaplains and Chaplain Candidates shall respectfully decline any honoraria deriving from provision of ministerial services during any drill, UTA, MUTA, or deployment. Acceptance of honoraria for ministerial services while not under orders of UTA, MUTA, FTX, and SAD shall be subject to the Code of Virginia, the regulations of the IRS, and any regulative principle of the Chaplain's faith community.

Chapter 8. RELIGIOUS AFFAIRS SPECIALISTS

8–1. The Role of the Religious Affairs Specialist. Religious Affairs Specialists (RAs) have a unique mission in the Virginia Defense Force. They are soldiers, leaders, and counselors. While Chaplains serve in a religious role primarily and an administrative role secondarily, the Religious Affairs Specialist's role is the reverse: they are primarily administrative and secondary religious. Religious Affairs Specialists are not assistant Chaplains or vice-Chaplains. While they may exercise such religious functions as their ecclesial qualifications permit, their primary role is to support the Chaplain.

8–2. Qualifications.

- a. RAs must be a regularly attending member, in good standing, of a faith community in the Commonwealth of Virginia and have a desire to assist in serving the religious needs of others.
- b. RAs must possess a valid driver's license. They must be able to use standard desktop computer office suites (example: MS Office). RAs must be willing to drill with the UMT at any location that the RA and the Chaplain are needed.

8–3. Application and Assignment.

- a. RAs are not assigned to the VDF Chaplain Corps. They are soldiers assigned to VDF units with duties and responsibilities within their unit. Soldiers may volunteer to serve as an RA as an additional duty, to serve when, and as, needed by a VDF Chaplain.
- b. All RAs must be approved by the Chaplain attached to their unit and also by the Command Chaplain.
- c. Soldiers designated as RAs, will assume their RA duties when requested by the Unit Chaplain, and approved by their Unit Commander. Unit Commanders will make every effort to release soldiers serving as RAs from their normally assigned duties when requested by a Chaplain to serve in the RA function.
- d. RAs will not be required to work outside of their faith background, except in circumstances where they and the Chaplain they are working with both agree.

8–4. Duties of the Religious Affairs Specialists.

- a. Administrative duties: Safeguards privileged communications and offerings; arranges religious and memorial ceremonies; receives, screens and refers visitors and prospective counselees; performs office administration functions using automated systems to include inventorying supplies and equipment and determining supply requirements; maintains Chaplain vestments and religious items, provides for emergency ministrations in field deployment situations.
- b. Religious duties: Performs religious support duties for Unit Ministry Team (UMT) programs, worship services and crisis intervention; performs UMT functions in field environment; applies communication skills in crisis and potential suicide intervention; supports the UMT family readiness program; coordinates UMT activities and maintains physical security of UMT facilities/equipment.

8–5. Confidentiality. As part of a UMT, RAs are subject to the rules of confidentiality of this regulation. The Chaplain shall exercise direct staff supervision of RAs in the same echelon of command.

8–6. Uniforms. RAs are authorized the following variances to VDFR 600-1:

- a. RAs wear the US Army Chaplain Corps Regimental Crest over the left front pocket flap on the class C uniform.
- b. RAs wear the US Army Chaplain Corps Regimental Crest above the right front pocket flap or (if worn) above unit awards on the class A & B uniform.
- c. RAs wear the US Army Chaplain Assistant collar insignia on the Class A uniform on the upper left lapel. The insignia is a gold-colored pair of stylized hands enclosing a chapel with the door open, on a 1-inch disk. On the upper right lapel RAs wear the VA disk.

Chapter 9. DISTINCTIVE RELIGIOUS GROUP LEADERS (DRGL)

9-1. The Role of the Distinctive Religious Group Leader. Distinctive Religious Group Leaders are qualified individuals who assist Commanders and Chaplains in accommodating religious requirements of soldiers who belong to religious groups with distinct religious needs that cannot be met by available VDF Chaplains. A DRGL provides a very precise service for a prescribed period of time to further VDF Soldiers in the free exercise of their religion. The DRGL must be sponsored by a VDF Chaplain and approved by the VDF Command Chaplain. The DRGL has no inherent authority or implied permission to conduct religious activities outside of their distinct religious group.

9-2. Duties of the Distinctive Religious Group Leader.

- a. Is assigned to regular duties within a VDF Unit. Designation as a DRGL is an additional duty. DRGL's are not assigned to the VDF Chaplain Corps.
- b. Does not function as a VDF Chaplain or as a separate military religious authority.
- c. Is not authorized to serve non-religious groups.
- d. Must be sponsored and supervised by a VDF Chaplain.
- e. Performs a service within the REGT's in cooperation with the REGT Commander and the sponsoring VDF Chaplain.

9-3. Qualifications and Requirements. A VDF soldier wishing to be designated as a DRGL will provide an application package to the VDF Command Chaplain which includes

- a. A signed letter of approval on official letterhead from a clergy person whose principal purpose is to support an individual's belief and practice of his or her religion. The approval letter will include
 - (1) The group's origin, purpose, general worship practices, the length of time it has existed, and the number of members of the religious group.
 - (2) A certification that the applicant currently has favorable ecclesiastical standing with the religious group and is religiously qualified for the purposes of serving as a DRGL.
 - (3) A statement that clearly states the sponsoring religious group's concurrence that the DRGL serves in compliance with the religious group's belief and practices under the supervision of the sponsoring VDF Chaplain.
- b. A letter signed by the prospective DRGL which includes
 - (1) A description of the volunteer religious services the DRGL proposes to conduct.
 - (2) Documentation of the distinctive need for these religious services, explaining why the service cannot be conducted by a military chaplain and why the local chaplain-led services cannot meet the specific theological and/or distinctive religious requirements of the group.
 - (3) An acknowledgement that the DRGL will serve in compliance with all VDF regulations and policies and under the supervision of the sponsoring VDF Chaplain, and will continue to serve only with the approval of the VDF Command Chaplain.

9-4. Review of Status.

- a. DRGL status must be approved annually by the VDF Command Chaplain.

- b. DRGL status must be reviewed whenever there is a change regarding the distinctive religious needs of the religious group requiring the use of a DRGL (such as transfer of Soldiers requiring DRGL or availability of chaplains capable of meeting identified religious needs).

9-5. Removal of DRGLs. The VDF Command Chaplain has the authority to remove the DRGL. Circumstances for removal include:

- a. Change of circumstances requiring the use of a DRGL.
- b. Allegations of inappropriate conduct regarding the DRGL.
- c. Failure by DRGL to properly serve the religious needs of the religious group.

Appendix A: The list of required courses for initial appointment and promotions
Appendix B: The BOLC Course description
Appendix C: Uniform insignia

VDF REGULATION 165-1, APPENDIX A

Upon appointment, all VDF Chaplains are required to complete the following training within 6 months of appointment. Failure to complete this training will result in a discharge from the VDF:

SAD qualification Courses (Orientation, Level II, FEMA IS-100, 200, 700, 800)
The VDF Chaplain Corps. Training Course (In-house taught by Chaplain Corps. personnel)
The Johns Hopkins University Preventing Sexual Harassment Course.

Promotion Criteria

CPT to MAJ:

1. VDF Staff Planning Course
2. Completion of **all the following** U.S. Army Courses (Located on the VDF Web site, Chaplain's Training Page)

| | |
|-------------|---|
| VDF-CH000 | Basic Chaplain Support Activities |
| VDF-CH001 | Unit Ministry Team Leadership |
| VDF-CH002 | Unit Ministry Team Ministry with Other Chaplains |
| VDF-CH003 | Military Funerals (Powerpoint) |
| VDF-CH003.1 | Military Funerals lab |
| VDF-CH004 | QPR Suicide Prevention |
| VDF-CH020 | Psychological First Aid (<i>Taught in-house by CHC personnel</i>) |
3. Completion of a **minimum of 3 elective** U.S. Army Courses (Also located on the VDF Web site, Chaplain's Training Page)

| | |
|-------------|---|
| VDF-CH010 | Parrish Development |
| VDF-CH011 | Setup for Religious Services in Garrison I |
| VDF-CH012 | Physical Setup for Religious Services in Garrison II |
| VDF-CH012.1 | Physical Setup for Religious Services in Garrison II Lab |
| VDF-CH013 | Unit Ministry Team Strategies for Soldier Visitation Program |
| VDF-CH014 | Religious Items and Terms |
| VDF-CH015 | Unit Ministry Team Supply and Equipment Requirements |
| VDF-CH016 | Unit Ministry Team Crises Counseling: The Chaplain Assistant's Role |
| VDF-CH017 | Support Religious Education Activities |
| VDF-CH018 | Unit Ministry Role in Suicide Prevention |
| VDF-CH019 | Operation SAVE, Veteran's Administration Suicide Prevention |
| VDF-CH021 | Skills for Psychological Recovery (<i>At on-line Gov't sites</i>) |
4. The courses listed in paragraphs 2 and 3 above are substitutions for The Company Commander's Course and the FEMA Professional Development Series Courses that are required under VDFR 624-1.
5. Documentation of continuing professional education, academic achievement beyond entry level requirements, continuing professional ministry.

MAJ to LTC:

1. Completion of 1 full unit of Clinical Pastoral Education (CPE) at a college, university or medical center that is certified and approved by the Association for Clinical Pastoral Education. This requirement is in substitution for the DSCA Phase I Course and the FEMA IS-300 course that are required under VDFR 624-1.
2. Documentation of continuing professional education, academic achievement beyond entry level requirements, continuing professional ministry.

VDF REGULATION 165-1, APPENDIX B

CHC Non-Prior Service Appointment and Rank:

Non-prior service officers will enter the VDF as Chaplain Corps. Officer Candidates. They will wear the CHC Branch insignia and will wear the O.C. rank.

Non-prior service officers are commissioned as CAPT upon completion of the VDF Professional Officer's Development Program (PODP), which consists of:

- Modular #1 of the OCS Program

- SAD qualification Courses (Orientation, Level II, FEMA IS-100, 200, 700, 800)

- The VDF Chaplain Corps. Training Course (In-house taught by Chaplain Corps. personnel)

- The Johns Hopkins University Preventing Sexual Harassment Course.

Officer Candidates who fail to satisfactorily complete Module #1 of the VDF Officer Candidate Program will be given the opportunity to attend the class a second time. Failure to complete it the second time will result in the O.C. either being discharged from the VDF or being sworn in at the appropriate enlisted rank to serve in a VDF unit with the additional duty as a Religious Affairs Specialist.

VDF REGULATION 165-1, APPENDIX C

Chaplain Corps Branch Insignia (Chaplains only)

Worn in lieu of militia branch insignia on class A uniform.

1/8 in. above left pocket on class B uniform (Chaplains only)

Insignia worn depends on the faith of the chaplain. Other faith insignia as authorized.

Latin Cross (Silver)

Christian Chaplain branch insignia



Star of David (Silver)

Jewish Chaplain branch insignia



U.S. Army Chaplain Corps Regimental Crest (Chaplains and Chaplain Assistants)



1/8 in. above left pocket on class C uniform (Chaplain Assistants only.)

1/8 in. above right pocket on class A/B uniform (male) or 1/2 in. above nameplate but on the right side (female)

1/4 in. above unit awards (if worn) on class A & B uniforms.



Chaplain Corps Branch Insignia (Religious Affairs Specialists only)

Worn in lieu of militia branch insignia on class A uniform.

MALE: Place the bottom of the branch insignia disk approximately 1 in above the notch, centered on the left collar with the centerline of the insignia parallel to the inside edge of the lapel. Place the VA insignia disk on the right collar in the same position.

FEMALE: Center the bottom of the branch insignia disk on the left collar approximately 5/8 in up from the notch, with the centerline of the insignia parallel to the inside edge of the lapel center the VA insignia disk on the right collar in the same position.