

Religious Activities
Chaplain Training Strategy

***This pamphlet supersedes USAREUR Pamphlet 165-3, 10 June 1999.**

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Summary. This pamphlet explains the chaplaincy training strategy.

Applicability. This pamphlet applies to chaplains, chaplain assistants, DA civilian employees, and lay volunteers who are involved in chaplaincy training in Europe.

Records Management. Records created as a result of processes prescribed by this pamphlet must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.armis.army.mil>.

Forms. AE and higher-level forms are available from the Army in Europe Publishing System (AEPUBS).

Suggested Improvements. The proponent of this pamphlet is the USAREUR Chaplain (AEACH-OPS, DSN 370-7034). Users may send suggestions to improve this pamphlet on DA Form 2028 to the USAREUR Chaplain (AEACH-OPS), Unit 29351, APO AE 09014-9351.

Distribution. B (AEPUBS).

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1. PURPOSE

This pamphlet--

- a. Provides guidelines and strategy for chaplaincy training. This pamphlet is designed specifically to help unit ministry teams (UMTs) of chaplains and chaplain assistants by providing training guidelines and requirements.
- b. Implements AR 165-1 training requirements.
- c. Must be used with DA Pamphlet 165-3.

2. REFERENCES

- a. AR 25-400-2, The Army Records Information Management System (ARIMS).
- b. AR 165-1, Chaplain Activities in the United States Army.
- c. AR 350-9, Overseas Deployment Training.
- d. DA Pamphlet 165-3, Chaplain Training Strategy.
- e. Field Manual (FM) 7-0, Training the Force.
- f. FM 25-101, Battle Focused Training.
- g. AE Regulation 10-5, HQ USAREUR/7A Organization and Responsibilities.
- h. USAREUR Regulation 350-1, Training in USAREUR.
- i. United States Army Training and Doctrine Command (TRADOC) Regulation 350-70, Systems Approach to Training Management, Processes, and Products (available at <http://www.tradoc.army.mil/tpubslregndx.htm>).
- j. DA Form 2028, Recommended Changes to Publications and Blank Forms.

3. EXPLANATION OF ABBREVIATIONS

The glossary defines abbreviations.

4. RESPONSIBILITIES

- a. The USAREUR Chaplain will--
 - (1) Provide UMT training guidance and requirements--
 - (a) By 15 February each year in writing.
 - (b) Based on priorities set by the Chief of Chaplains, HQDA; the CG, USAREUR/7A; the Commandant, United States Army Chaplain Center and School (USACHCS); and the USAREUR Chaplain Sergeant Major.

(2) Ensure that--

(a) Each USAREUR major subordinate command (MSC) chaplains and the Chaplain, United States Army Installation Management Agency, Europe Region Office (IMA-Europe), designates a training-management team that includes one chaplain and one chaplain assistant.

(b) Training-management teams will develop training plans.

(3) Conduct quarterly training meetings with training management teams to monitor and support UMT training.

(4) Conduct senior leader training through the USAREUR Chaplain Advisory Council (MSC command chaplains and IMA-Europe Chaplain) and special events.

(5) Conduct annual staff assistance visits to each MSC chaplain office to evaluate UMT training according to the guidelines in FM 7-0 and TRADOC Regulation 350-70, chapter III-4.

(6) Participate in the CG, USAREUR/7A, Senior Officer and Command Sergeant Major Training Program through the Brigade/Battalion Commanders and Command Sergeants Major Course.

(7) Manage UMT training requirements and school allocations through the Army Training Requirements and Resources System (ATRRS).

(8) Ensure active component and Reserve Component UMT training is integrated.

(9) Provide lessons learned to UMTs.

(10) Manage chaplain-candidate training.

b. The IMA-Europe Chaplain will--

(1) Provide UMT training guidance and requirements to area support group (ASG) chaplains.

(a) By 15 February each year the IMA-Europe Chaplain will provide written annual training guidance to ASG chaplains.

(b) The training guidance in (a) above will be based on priorities set by the Chief of Chaplains, HQDA; the HQ IMA Chaplain; the Region Director, IMA-Europe; the Commandant, USACHCS; and the USAREUR Chaplain and Chaplain Sergeant Major.

(2) Ensure that--

(a) ASG command chaplains designate a training-management team that includes one chaplain and one chaplain assistant.

(b) Training management teams develop training plans.

(3) Conduct quarterly training meetings with ASG training management teams to monitor and support UMT training.

(4) Participate in the IMA Senior Officer and Command Sergeant Major Courses.

(5) In coordination and cooperation with the USAREUR Chaplain, conduct Ministry Team Leadership Training and other special events.

(6) Develop a program of instruction (POI) for 20 hours of UMT training annually.

(7) Ensure UMTs receive update briefings from the Chief of Chaplains, HQDA, and USACHCS.

(8) Provide annual chaplain resource-manager training updates.

(9) Manage and provide resources for annual family-life chaplain training.

(10) Ensure ASG chaplains send an annual training plan using a Microsoft Excel spreadsheet in the format shown in appendix A by 15 May each year to the Region Director, IMA-Europe.

c. MSC command chaplains will--

(1) Appoint a training-management team.

(2) Appoint representatives to ASG training councils as required.

(3) Ensure UMTs take part in unit training exercises.

(4) Publish an annual training plan and ensure it is integrated into the commander's annual training plan.

(5) Provide input and support to the ASG UMT training program to promote the best use of limited resources.

(6) Conduct training-related command inspections and staff assistance visits to subordinate levels to ensure training accountability.

(7) Maintain training records of subordinate UMTs.

(8) Ensure that each major subordinate organization provides monthly mission-essential task list (METL)-based training for chaplains and chaplain assistants linked to the commander's annual training plan.

(9) Provide supervised training for chaplain candidates as required.

(10) Provide first term chaplain sustainment training as required.

d. ASG chaplains, functioning as installation chaplains, will--

(1) Develop and implement a comprehensive professional development and training plan for all chaplains and chaplain assistants in the ASG area of responsibility (AOR).

(2) Publish an annual training plan and integrate it into the commander's annual training plan.

(3) Provide monthly training for chaplains and chaplain assistants in the ASG AOR according to the commander's annual training plan.

(4) Provide supervised training for chaplain candidates as required.

(5) Provide first term chaplain sustainment training as required.

(6) Ensure training records of UMT members in the ASG AOR are consolidated in a centralized recordkeeping system.

(7) Establish a training council.

(8) Appoint a chaplain to chair the training council ((7) above).

e. Training councils will--

(1) Include all training-management teams in the ASG AOR. Additional members (for example, family life chaplains, directors of religious education) may be included depending on the local situation.

(2) Coordinate all training in the ASG AOR.

(3) Provide centralized training opportunities, whenever possible, that meet the chaplain critical task and military occupational specialty (MOS)-specific task requirements of a majority of UMT members in the ASG AOR.

(4) Meet regularly to develop an annual training plan.

f. The Chaplain, Seventh Army Training Command, will--

(1) Provide quarterly lessons learned from UMT training at the Combat Maneuver Training Center and at the Grafenwöhr Training Area to the V Corps Chaplain, other participating command chaplains, and to the USACHCS through the Chaplaincy Operations Section, Office of the Chaplain, HQ USAREUR/7A.

(2) Provide quarterly lessons-learned reports from other training opportunities that relate to religious support.

(3) Brief the USAREUR Chaplain and Chaplain Sergeant Major annually on the following:

(a) UMT combat readiness.

(b) UMT METL proficiency.

(c) UMT home-station-training assessment.

(d) Updates from the annual observer-controller conference.

(e) Updates from the USACHCS on combat- and readiness-training issues.

(4) Support UMT training at the Grafenwöhr Training Area and at the Combat Maneuver Training Center.

g. Training-management teams will--

(1) Educate commanders on UMT training requirements.

(2) Involve Reserve Component chaplains and chaplain assistants in training.

(3) Send lessons-learned reports from training events to the USAREUR Chaplain (AEACH-OPS), Unit 29351, APO AE 09014-9351.

(4) Prepare annual training plans and coordinate all training events for their AORs.

(5) Serve as members of the training-council in their ASG AOR.

(6) Incorporate annual training plans into the Command Master Religious Program and the commander's annual training plan for resourcing.

h. Commanders will provide for low-density MOS training according to USAREUR Regulation 350-1, paragraph 4-4c(2).

5. USAREUR CHAPLAIN METL

The USAREUR Chaplain METL is to--

a. Provide trained and ready UMTs.

b. Promote regional stability through ecumenical and multicultural engagement activities.

c. Provide religious support to theater power-projection operations (deployment, reception, staging, onward movement, and integration).

d. Coordinate and sustain religious-support operations.

e. Provide religious-support programs that contribute to the well being of soldiers, civilian employees, and family members.

6. IMA-EUROPE CHAPLAIN METL

The IMA-Europe Chaplain METL is to--

- a. Provide trained and ready UMTs.
- b. Promote regional stability through ecumenical and multicultural engagement activities.
- c. Provide religious support to rear detachment operations.
- d. Coordinate and sustain religious-support operations.
- e. Provide religious-support programs that contribute to the well being of soldiers, civilian employees, and family members.

7. JOINT TRAINING

Training management teams should include joint and combined training in annual training plans whenever possible.

8. PROFESSIONAL AND EDUCATIONAL TRAINING

UMT members will take part in continuing education. Chaplains will participate in denominational conferences required and provided by endorsing authorities and other religious or professional groups.

9. RESERVE COMPONENT TRAINING

- a. Training of Reserve Component troop program UMTs in Europe is primarily the responsibility of the Chaplain, 7th Army Reserve Command.
- b. ASG chaplains should include Reserve Component UMTs in training when possible.
- c. Individual mobilization augmentees on active duty will train as part of the active force.
- d. The Operations Section, Office of the Chaplain, HQ USAREUR/7A, will notify active component sponsors of Reserve Component soldiers assigned to USAREUR for overseas deployment training (ODT) of the scheduled arrival of ODT personnel.
- e. Active component sponsors of ODT soldiers will--
 - (1) Contact and coordinate directly with the ODT soldier as soon as possible after notification.
 - (2) Provide all in-country transportation (including pick-up and return to the airport).
 - (3) Ensure Government rations are available.
 - (4) Arrange for Government quarters and appropriate supplies as needed.
 - (5) Have a written ODT training plan consisting of UMT METL tasks.
 - (6) Provide soldiers with a training evaluation memorandum at the completion of the ODT.
 - (7) Sign the soldiers' ODT orders for completion of duty.

**APPENDIX A
ANNUAL TRAINING PLAN FORMAT**

| | DATE | START TIME | FINISH TIME | EVENT | LOCATION | INSTRUCTOR | UNIFORM/ EQUIP | REFERENCE | GOAL/ OBJECTIVE | |
|----|---|------------|-------------|-----------|----------|--|-------------------|-----------|--------------------|--|
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| 14 | | | | | | | | | | |
| | James Hardcore Chaplain (LTC) USA Chaplain Training Manager | | | SIGNATURE | | William Trainer Chaplain (COL) USA Installation Chaplain | | SIGNATURE | | |

GLOSSARY

| | |
|----------------|---|
| AR | Army regulation |
| AOR | area of responsibility |
| ASG | area support group |
| ATRRS | Army Training Requirements and Resources System |
| CG, USAREUR/7A | Commanding General, United States Army, Europe, and Seventh Army |
| DA | Department of the Army |
| FM | field manual |
| HQDA | Headquarters, Department of the Army |
| HQ USAREUR/7A | Headquarters, United States Army, Europe, and Seventh Army |
| HQ IMA | Headquarters, United States Army Installation Management Agency |
| IMA-Europe | United States Army Installation Management Agency, Europe Region Office |
| METL | mission-essential task list |
| MOS | military occupational specialty |
| MSC | major subordinate command |
| ODT | overseas deployment training |
| POI | program of instruction |
| TRADOC | United States Army Training and Doctrine Command |
| UMT | unit ministry team |
| USACHCS | United States Army Chaplain Center and School |
| USAREUR | United States Army, Europe |