



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE CHIEF OF CHAPLAINS**  
2700 ARMY PENTAGON  
WASHINGTON DC 20310-2700

DACH-ZCS

19 December 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Chief of Chaplains Notification of Chaplain Corps Critical Incidents

1. Reference. AR 165-1, Army Chaplain Corps Activities, December 2009.
2. Timely notification regarding critical incidents involving members of the Chaplain Corps and their family members to the Chief of Chaplains (CCH) is essential.
3. As the Branch Chief, the Chief of Chaplains maintains situational awareness of all critical incidents involving members of the Chaplain Corps Family via Senior Chaplains providing prompt, accurate reports updating as necessary.
4. Senior Chaplains will employ the following criteria when notifying the CCH:
  - a. "Wake Up" Criteria. Contact the Office of the Chief of Chaplains (OCCH) Chief of Staff (CoS) who will notify the CCH, regardless of the hour, upon the following:
    - (1) Death or critical injury/illness of a chaplain, chaplain assistant or DA civilian supporting the Chaplain Corps.
    - (2) Chaplain and/or chaplain assistant who are reported Missing, Wounded or Killed in Action.
    - (3) Infraction of Rules Of Engagement or other legal infraction by a Chaplain Corps member resulting in potential adverse media. To assist with chaplain media interviews, please contact the Strategic Communications Chaplain for OCCH at (703) 693-5775.
  - b. "Next Morning" Criteria. Notify the OCCH CoS within 12-24 hours when any critical incident arises pertaining to a next of kin family member of a member of the Chaplain Corps.
  - c. "Next Day" Criteria. Notify the OCCH CoS within 24- 36 hours of any critical incident pertaining to an extended family member of a member of the Chaplain Corps.

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d. When contacting the OCCH CoS regarding "wake up" criteria notices, make contact via telephone first, whenever possible, and by email second. When contacting the OCCH CoS regarding "next morning" criteria, initiate contact via email and provide follow on information as required via phone and email. Email is appropriate for "next day" criteria notifications. At all times, feel free to contact the OCCH CoS with any questions regarding the need to notify the CCH.

5. As a situation develops, submit updates to the CCH through the OCCH CoS. The CoS will provide guidance as to the regularity of updates and the notification mediums required depending on the gravity of the situation.

6. The OCCH Executive Officer (XO) is the secondary point of contact for notifications for the CCH if/when the CoS is unavailable. If the OCCH CoS or the XO are unavailable, then contact the Director of Human Resources and Ecclesiastical Relations, Chaplain (COL) Scottie Lloyd.

7. Ensure you forward all sympathy notifications for the News and Information webpage and email message to Chaplain (LTC) Harry Huey, Jr. at [harry.c.huey.mil@mail.mil](mailto:harry.c.huey.mil@mail.mil).

8. Ensuring the CCH's situational awareness supports his ability to lead and pastor the Chaplain Corps. Facilitating those leadership requirements are the motive for this memorandum. The proactive support of senior Chaplain Corps leaders is a must in this mission.

9. POC is the undersigned at [james.l.griffin14.mil@mail.mil](mailto:james.l.griffin14.mil@mail.mil); SIPR: [james.griffin@HQDA-S.army.smil.mil](mailto:james.griffin@HQDA-S.army.smil.mil); office: (703) 695-1135/36; Blackberry: 703-953-7895; DSN (312) 225-1135/36. Contact CH (MAJ) Karen Meeker at [karen.l.meeker2.mil@mail.mil](mailto:karen.l.meeker2.mil@mail.mil), (703) 695-1133 (office), DSN (312) 225-1133, Blackberry (571) 274-1616, SIPR [karen.meeker@HQDA-S.Army.Smil.Mil](mailto:karen.meeker@HQDA-S.Army.Smil.Mil). Contact CH (COL) Lloyd at [Scottie.R.Lloyd.mil@mail.mil](mailto:Scottie.R.Lloyd.mil@mail.mil); office: (703) 601-1170; Blackberry (703) 851-8532; DSN (312) 329-1170.



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Chief of Staff

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