



DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF CHAPLAINS
2700 ARMY PENTAGON 3E524
WASHINGTON DC 20310-2700

REPLY TO
ATTENTION OF

DACH-ZA

6 February 2020

MEMORANDUM OF INSTRUCTION

SUBJECT: Criteria and Procedures for the Chaplain Corps Regimental Awards

1. **Purpose.** Establish policy for eligibility, consideration and award of the Order of Martin of Tours, Four Chaplains Medal, SSG Christopher Stout Medal, Order of Joseph, Order of Martha Washington and Order of Aaron and Hur.

2. **Background.** The Chief of Chaplains awards the Order of Martin of Tours, Four Chaplains Medal, SSG Christopher Stout Medal, Order of Joseph, Order of Martha Washington, and Order of Aaron and Hur for distinguished achievement or service. These awards recognize valuable contributions by Chaplains, Religious Affairs Specialists, Department of the Army Civilians, Chaplain and Religious Affairs Specialist spouses and non-branch members to the Chaplain Corps on both a local level and Army-wide.

3. **Scope.**

a. **Eligibility:** Chaplains and Religious Affairs Specialists (Active, Guard, Reserve and Retired), Army Civilians, spouses and non-branch military members and Civilians who meet award standards. Individuals may only receive a specific award once.

b. **Criteria:** Chaplain Corps awards recognize the extraordinary achievements and service of individuals who promote branch objectives and purposes over short or extended periods of time in Religious Support (RS) endeavors. In general, "extraordinary achievements" consist of significant branch service; development of significant new techniques and innovations to increase the efficiency of the United States Army while promoting high standards of proficiency; demonstrated excellence in RS performance or leadership, long-term promotion of esprit-de-corps, teamwork, cooperation and tradition; and/or significant promotion and enhancement of Army Chaplaincy RS.

c. **Character:** The character and meaning of all Chaplain Corps awards are exemplified in Nurture, Care and Honor competences and "Live the Call" charge of the Chaplain Corps. Accordingly, only actions taken and support rendered "without which the mission of the Army Chaplain Corps would have been impaired," or "which was necessary to the continuance of or enhancement of the overall Army Chaplain Corps mission," and deeds of defined acts of Faithfulness, Humility, Selflessness, and Sacrifice should be considered. As a result, nominees of all awards must demonstrate the highest levels of integrity, moral character, effective commitment to religious or military professionalism, and personal demonstration of the Army and Sacred Values. Chaplains and Religious Affairs Specialists who are under a Suspension of Favorable Actions at the time of nomination or whose record contain substantiated Equal Opportunity or Inspector General complaints, are ineligible.

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d. **Award Recording:** All awards will be recorded by entering the recipient's name, rank and unit in a branch database maintained by the Office of the Chief of Chaplains, DACH Sustainment & Information. This database will be reviewed as part of the approval process to ensure eligibility.

e. **Award Revocation:** In the unlikely event, that information becomes known that a fraudulent award has been made, or dishonorable conduct is substantiated, the Chief of Chaplains may rescind any award. If revoked, the database will be annotated and awardee notified.

4. The Order of Martin of Tours.

a. **History:** The Order of Martin of Tours is titled in honor of the religious experience of a soldier in the Roman army who was stationed in Gaul (modern-day France). One day as he was approaching the gates of the city of Amiens, he met a scantily clad beggar and impulsively cut his military cloak in half to share with the man. That night, Martin dreamed of Jesus wearing the half-cloak he had given away. He heard Jesus say to the angels: "Martin, who is still but a catechumen, clothed me with this robe." The dream confirmed Martin in his piety, and he was baptized at the age of 18.

The part of the cloak he kept became a famous relic preserved in the oratory of the Merovingian kings of the Franks at the Marmoutier Abbey near Tours. It was first attested in the royal treasury in 679, then conserved at the *palatium* of Luzarches, a royal villa that was later ceded to the monks of Saint-Denis by Charlemagne, in 798/99. During the Middle Ages, the relic of St. Martin's miraculous cloak, (*cappa Sancti Martini*) was carried by kings into battle and utilized in the swearing of oaths.

The priest who cared for the cloak in its reliquary was called a *cappellanu*, and ultimately all priests who served the military were called *cappellani*. The French translation is *chapelains*, from which the English word *chaplain* is derived.

A similar linguistic development took place for the term referring to the small temporary churches built for the relic. People called them a "capella", the word for a little cloak. Eventually, such small churches lost their association with the cloak, and all small churches began to be referred to as "chapels".

b. **Purpose and Levels:** The Order of Martin of Tours has two levels:

(1) The Honorable Order of Martin of Tours is awarded to those Chaplains and Religious Affairs Specialists who have demonstrated the highest standards of integrity and moral character, displayed an outstanding degree of professional competence, selflessly served Soldiers and Families, and contributed to the promotion of the Army Chaplaincy. The approving authority for this award is the ACOM Command Chaplain or highest level of command below the Office of the Chief of Chaplains (OCCH).

(2) The Ancient Order of Martin of Tours is reserved for Chaplains and Religious Affairs Specialists who achieved long-term, exceptional service to the Army Chaplaincy surpassing even Honorable Order of Martin of Tours recipients. Such exceptional service must include extraordinary achievements and recognized service of Chaplains and Religious Affairs

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Specialists who promote the objectives and purposes of the Chaplain Corps. The approving authority for this award is the Chief of Chaplains.

c. **Eligibility:** Honorable Order of Martin of Tours: Any currently serving or retired Chaplain or Religious Affairs Specialist (all components) who meet the standard above and criteria below in the active support of Army Chaplaincy programs or missions during the previous calendar year. This award is only bestowed on an individual once. Ancient Order of Martin of Tours: Any currently serving or retired Chaplain or Religious Affairs Specialist (all components) who meet the standard above and criteria below during the previous 10 years who demonstrated exceptional religious support leadership.

d. **Criteria:** Only actions taken and support rendered "without which the mission of the Army Chaplain Corps would have been impaired," or "which was necessary to the continuance of or enhancement of the overall Army Chaplain Corps mission," and deeds of defined acts of Faithfulness, Humility, Selflessness, and Sacrifice should be considered. As the highest branch award, the Ancient Order of Martin of Tours is reserved solely for extraordinary achievements that impact the Chaplain Corps over an extended period of time. For both levels of award, nominees must demonstrate the highest levels of integrity, moral character, effective commitment to religious or military professionalism, and personal demonstration of the Army and Sacred Values.

e. **Recommendation Process:** Any Chaplain Corps member having firsthand knowledge of an individual's achievement and/or service that meets the above criteria can recommend that individual for either level of this award. For the Honorable Order of Martin of Tours, submit digital recommendation packets through the technical chain for approval to the highest command level below the OCCH. For the Ancient Order of Martin of Tours, submit digital recommendation packets through the technical chain to the OCCH. All recommendation packets must include complete delineation of nominee's service as well as command and technical supervisor endorsement; Officer/Soldier Record Brief; current copy of DA Form 705; and verification of height and weight.

f. **Approval Process:** The Command Chaplain, generally ACOM, at the highest point of the technical chain below OCCH, has approval authority for all Honorable Order of Martin of Tours nomination packets. Recommendation packets for the Ancient Order of Martin of Tours will go through the technical chain to the Chief of Chaplains for approval (no appeal for either award nomination). If approved, the Command Chaplain with approving authority will request a signed certificate and medal from the OCCH. For Ancient Order of Martin of Tours recipients, OCCH will mail the signed certificate and medal to the first chaplain Colonel in the recipient's technical chain.

g. **Award Announcement:** Ancient Order of Martin of Tour recipients will be published in "Chaplain Corps sends" and the OCCH's website.

h. **Award Presentation:** The Honorable Order of Martin of Tours recipients, presentation of medals will be made by the first chaplain Colonel in the technical chain at a local installation Chaplain Corps Anniversary Commemoration, UMT training or special event. Preferably, around Chaplain Corps Anniversary date. The Ancient Order of Martin of Tours recipients, presentation of medals and certificates will be made by the Chief of Chaplains or designee to the recipient at the local installation or regional Chaplain Corps Anniversary Commemoration.

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5. The Four Chaplains Medal

a. **Background:** The Four Chaplains, also referred to as the "Immortal Chaplains" or the "Dorchester Chaplains," were four United States Army chaplains who gave their lives to save other civilian and military personnel as the troop ship U.S. Army Transport Dorchester sank on 03 February 1943, during World War II. The Four Chaplains each helped other Soldiers board lifeboats and gave up their own life jackets when the supply ran out. The chaplains gathered on deck, joined arms, said prayers, and sang hymns as the ship went down.

b. **Purpose:** This impact award recognizes exceptional impact made by chaplains (all components) who best exemplify exceptional courage, personal sacrifice, teamwork, and religious calling and Army Values in dealings with Soldiers, Commanders, Families, and the Army. Relating to award level for chaplains, this impact award is for excellence in service for a shorter duration of time than both levels of the Order of Martin of Tours.

c. **Eligibility:** The character and meaning of the Four Chaplains award is exemplified in professional and religious commitment of CH (LT) A.D. Goode, CH (LT) G.L. Fox, CH (LT) C.V. Poling and CH (LT) J.P. Washington. Placing the welfare of Soldiers above their own, with common sacrifice they gave their life jackets to Soldiers and continued to minister until the ship sank beneath the waves. Accordingly, only ministry actions taken and selfless support rendered on behalf of Soldiers and Families that greatly impact the local or extended Army community are taken into consideration.

d. **Criteria:** This award is given for collegial selfless behavior while rendering religious support to the military community regardless of faith or race in keeping with the spirit of the sacrifice of the Four Chaplains.

e. **Recommendation Process:** Any Chaplain Corps member having firsthand knowledge of a chaplain's achievement and/or service that meets the above criteria can recommend that individual for this award. Submit digital recommendation packets thru the technical chain for approval at the highest level of command below OCCH, generally ACOM. Recommendation packet must include complete delineation of nominee's service as well as command and technical supervisor endorsement; Officer Record Brief (with photo); current copy of DA Form 705; and verification of height and weight.

f. **Approval Process:** The Command Chaplain at the highest level below OCCH will review and approve or disapprove all award recommendations. If approved, the approving authority will request a signed certificate and medal from OCCH for presentation.

g. **Award Announcement:** Award recipients will be published in "Chaplain Corps sends" and the OCCH website.

h. **Award Presentation:** Presentation of award will occur by the first chaplain Colonel in the technical chain and at a local installation or regional UMT training or special event.

6. SSG Christopher Stout Medal

a. **Background:** Staff Sergeant Christopher Stout is the first Religious Affairs Specialist Killed in Action since the Vietnam War. A military professional of the highest caliber, SSG Stout

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was known by others as a brother and a shield of armor. His devotion and love for his fellow paratroopers epitomizes the spirit of the Army Chaplain Corps. Assigned to 1st Battalion, 508th Parachute Infantry Regiment, 4th Brigade Combat Team, 82nd Airborne Division, Fort Bragg, N.C.; SSG Stout died on 13 July 2010 in Kandahar City, Afghanistan of wounds sustained when insurgents attacked his unit with rocket-propelled grenades and small-arms fire.

b. **Purpose:** The annual award recognizes those Noncommissioned Officers and Soldiers who best exemplify SSG Stout's contributions and values in their dealings with Soldiers, Commanders, Family members, and the Army during the previous calendar year.

c. **Eligibility:** All Active Duty, National Guard and Reserve Religious Affairs Specialists serving in the United States Army.

d. **Criteria:** This award is given for Religious Affairs Specialists who emulate SSG Stout's legacy as a Soldier, leader, and person of character and creatively shape the environment by technical expertise and proficient warrior tasks in religious support operations for the unit and the mission. Nominees must demonstrate enhancement of the three core capabilities: Integrated religious operations, spiritual readiness, and basic human interaction in the total JIIM battle space at the tactical, operational, and strategic levels. In addition, nominees must demonstrate initiatives that greatly enhance religious support capabilities.

e. **Recommendation Process:** Any Chaplain Corps member having firsthand knowledge of a Religious Affairs Specialist's achievement and/or service, which meets the above criteria, can recommend that individual for this award. Submit digital recommendation packets through the technical chain for approval by the most senior Religious Affairs Specialist below OCCH. Recommendation packet must include complete delineation of nominee's service as well as command and technical supervisor endorsement; APFT (minimum 90 points in each event) within the previous 12 months; Soldier Record Brief; current copy of DA Form 705; verification of height and weight; Weapons Qualification within the previous 12 months; No UCMJ, Suspension of Favorable Actions, or disciplinary action (letter of reprimand, etc.); Current DA Photo (head/shoulder picture may be substituted if deployed); If the scorecard is not available, a separate memorandum from the Soldier's Company Commander will be included explaining these circumstances and how the scores were verified. One page summary from the nominee demonstrating their understanding of SSG Stout - contributions, values, etc. and how they seek to emulate him.

f. **Approval Process:** Upon approval, a signed certificate and medal will be mailed to the recommending authority.

g. **Award Announcement:** Award recipients will be published in "Chaplain Corps sends" and the OCCH website.

h. **Award Presentation:** Presentation of medal and certificates will be made by the first Religious Affairs Specialist in the grade of SGM at a local installation or regional UMT training or special event.

7. The Order of Joseph.

a. The character and meaning of the Order of Joseph award is reflected in civilian service that exemplifies the Army Civilian Corps Creed through outstanding

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professionalism and commitment to Army Values. Named after Joseph, the son of Jacob sold into slavery by his jealous brothers, this award reflects his exceptional commitment to personal integrity, professional service, and commitment to excellence. Accordingly, only exceptional actions that reflect support rendered, "without which the mission of the Army Chaplain Corps would have been impaired," or "which was necessary to the continuance of or enhancement of the overall Army Chaplain Corps mission," will be considered. The Order of Joseph is the only award for Army Chaplaincy Civilians.

b. Eligibility: This award is presented to exceptional DA Civilian nominees who significantly contributed to the efforts of the Army Chaplaincy, local or extended, through exceptional professionalism, integrity and commitment to excellence in service to others.

c. Recommendation Process: Any branch member having firsthand knowledge of an individual's achievement and/or service which meets the above criteria, can recommend that individual for this award. Submit digital recommendation packets thru the technical chain to the OCCH for approval. Recommendation packet must include complete delineation of nominee's service as well as Senior Chaplain's endorsement. The request will include the following: name of the individual to be honored; complete justification and description of the performance for which the recommendation is made; contact information; date of proposed presentation; an appropriate citation of approximately 100 words or less (must fit on a 5x7 block).

d. Approval Process: If approved by the Chief of Chaplains, a signed certificate and medal will be mailed to the recommending authority for presentation at an appropriate event. If mailing has to be expedited, recommending authority will cover the costs.

8. The Order of Martha Washington.

a. The character and meaning of the Order of Martha Washington is exemplified in her actions as General George Washington's spouse during the Revolutionary War. When General Washington took command of the Continental, Martha Washington was suddenly responsible for child rearing, guest hospitality, and supervision of the family estate. In addition to her estate responsibilities, she became a critical support for her husband when he was in camp by volunteering to manage the food and social events of his headquarters and serving as his sounding board and closest confidant. Martha Washington also became her husband's secretary and representative at official functions. Finally, Martha nursed sick Soldiers in camp and acted as a liaison between General Washington and other officials. Accordingly, this award recognizes those spouse actions that provided exceptional support to the military member where their absence, would have impaired the mission of the Army Chaplain Corps.

b. Eligibility: This award may be presented to Chaplains, Religious Affairs Specialists or DA Civilian spouses who made significant contributions over an extended period of time through active support of the Army-wide Chaplain program and on-going military RS mission.

c. Recommendation Process: Any branch member having firsthand knowledge of an individual's achievement and/or service which meets the above criteria, can recommend that individual for this award. Submit digital recommendation packets thru the technical chain to the OCCH for Chief of Chaplain consideration. The recommendation packet must include complete delineation of nominee's service, Senior Chaplain's endorsement, and the following: Nominee

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name, contact information; date of proposed presentation; an appropriate citation of approximately 100 words or less (must fit on a 5x7 block).

d. **Award Presentation:** Once approved, the signed certificate and pin will be mailed to the recommending authority for presentation at an appropriate event. If mailing has to be expedited, recommending authority will cover the costs.

9. The Order of Aaron and Hur.

a. The character and meaning of the Order of Aaron and Hur award is exemplified in supporting the "arms" of the Chaplain Corps. Accordingly, only extended exceptional actions taken and support rendered "without which the mission of the Army Chaplain Corps would have been impaired" or "which was necessary to the continuance of or enhancement of the overall Army Chaplain Corps mission" should be considered. The Order of Aaron and Hur is the only award for non-branch individuals.

b. **Eligibility:** This award may be presented to either non-branch military or civilian nominees who made a significant contribution over an extended period of time through active support of either local or Army-wide chaplain led RS programs.

c. **Recommendation Process:** Any branch member having firsthand knowledge of an individual's achievement and/or service which meets the above criteria, can recommend that individual for this award. Submit digital recommendation packets thru the technical chain for Chief of Chaplain consideration. Recommendation packet must include complete delineation of nominee's service as well as Senior Chaplain endorsement. The request will include the following: name of the nominee; contact information; date of proposed presentation; and an appropriate citation of approximately 100 words or less (must fit on a 5x7 block).

d. **Award Presentation:** If approved, the signed certificate and medal will be mailed to the recommending authority for presentation at an appropriate time. If mailing has to be expedited, recommending authority will cover the costs.

10. The POC for this memorandum is SGM Ralph Martinez, Chaplain Corps Regimental Sergeant Major at 703-693-2580 or ralph.martinez1.mil@mail.mil.



THOMAS L. SOLHJEM
Chaplain (Major General) U.S. Army
Chief of Chaplains

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