



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
4700 KNOX STREET
FORT LIBERTY, NC 28310-5000

AFCS-CH

10 May 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FORSCOM Command Chaplain Critical Incident Notification

1. References:

a. AR 165-1, Army Chaplain Corps Activities, 5 March 2024.

b. Memorandum HQDA, DACH-ZCS, 8 September 2022, Subject: Chaplain Corps Critical Incidents Notification (CCIN).

2. Purpose: To ensure that Chaplain Corps leaders at all echelons are kept informed of critical incidents involving members of FORSCOM religious support personnel: Chaplain Sections, Unit Ministry Teams, DA Civilians, and their Families.

3. Responsibilities: Senior Chaplains are responsible for proper notification of critical/serious incidents and will remain sensitive to reporting this type of information. Notifications to the FORSCOM Command Chaplain do not replace official reporting procedures at local commands and/or organizations. Senior Chaplains will submit timely information that include initial and follow-up notifications until the issue is resolved.

4. Reporting: Submit initial and follow-up notifications using the attached enclosure. Time sensitive notifications can be telephonic followed up with a detailed email. Notifications should include, immediate chaplain superior's name, Family member names, and contact information. The report will also include the care plan for the Chaplain Corps member.

5. Criteria for reporting:

a. **Immediate (Wake-Up Criteria).** Primary is telephone / TEAMS call; secondary is Email.

(1) Death of a Chaplain, Religious Affairs Specialist or DA Civilian supporting the Chaplain Corps.

(2) Missing, wounded, or killed in action UMT member.

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b. **Within 24 hours (First Light Criteria).** Via Email.

(1) Alleged infraction of Rules of Engagement or other legal infraction by a UMT member resulting in a unit inquiry/investigation with potential adverse media coverage.

(2) CCINs pertaining to the critical injury/illness of a Chaplain, Religious Affairs Specialist or DA Civilian supporting the Chaplain Corps, or the death of an immediate next of kin Family member of any Chaplain Corps personnel.

(3) CCINs pertaining to the critical injury or serious illness of a spouse or an immediate Family member of any Chaplain Corps personnel.

c. **Within 36 hours (Next Business Day).** Via Email. Any other incidents determined to be of immediate concern to the Chaplain Corps based on the nature, gravity, potential for adverse publicity or other potential consequences of the incident.

6. Notification Process: Submit all notifications and updates to the FORSCOM Chaplain's Office primary point of contact (POC) and provide courtesy copy to alternate POC:

a. **Primary POC:** FORSCOM Chief of Operations and Sustainment Chaplain, CH (COL) Steven Bryant at office: 910-570-7801, cell: 910-229-7560 or via email: steven.d.bryant4.mil@army.mil.

b. **Alternate POC:** FORSCOM Chief of Religious Affairs SGM, SGM Keisha Archer at office: 910-570-7802, cell: 910-476-4542 or via email keisha.d.archer.mil@army.mil.

7. **Sympathy:** Contact FORSCOM Command Chaplain POCs via e-mail concerning the death of an extended Family member. Include Soldier's address, phone number, and basic information concerning the deceased Family member.

8. **Effective:** This guidance is effective on the date of this memorandum and supersedes previous FORSCOM Command Chaplain Critical Incident Notification Memorandum dated 5 June 2023.

9. **POC:** CH (LTC) Tracy Hudgins at office: 910-570-7818, or via email tracy.c.hudgins.mil@army.mil.

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1 Encl
1.CCIN Format

STEVEN D. BRYANT
Chaplain (COL) USA
Chief of Operations and Sustainment

DISTRIBUTION:

Command Chaplain
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Regimental Chaplain
11th ACR
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1 SFAB
2 SFAB
3 SFAB
4 SFAB
5 SFAB

CF:

Senior Command Chaplain
Ft. Bliss, TX
Ft. Novosel, AL
Ft. Moore, GA
Ft. Carson, CO



FORSCOM CHAPLAIN CCIN



Chaplain Critical Incident Notification (CCIN) is for Chaplain Section (CS) and Unit Ministry Team (UMT) notifying supervisory CS or UMT of triggering events. Senior CS/UMT will notify the FORSCOM Command Chaplain's Office of the following events.

Criteria	Triggering Events
Wake Up	Death of a Chaplain, Religious Affairs Specialist or a CH Corps DA CIV. Missing, wounded, or killed in action.
First Light	Adverse legal or ethical infraction by a CS/UMT member resulting in a unit inquire/investigation with potential adverse media coverage. Critical injury, serious illness, death or a spouse or dependent.
Next Business Day	Other incident determined to be of immediate concern to the Chaplain Corps based on the nature, gravity, potential for adverse publicity or other potential consequences of the incident.

Unit/Command	
Location	
Date	
Criteria	
Name	
Rank/Duty	
Phone # and/or POC	

Event Summary

Support required from the FORSCOM CMD CHAP Office

Reporting CS/UMT

Name			
Rank		Date	
POC	<i>Telephone</i>		
	<i>Email</i>		