ANNEX J DUTY CHAPLAIN COVERAGE TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

1. The purpose of this memorandum is to outline the basic responsibilities of the Duty Chaplain (DC).

2. The tour of duty runs from 0900 Tuesday to the following Tuesday 0900. The DC is responsible for providing pastoral care after duty, on weekends, and on any holidays that occur during the DC's tour. This ministry will be provided to all authorized personnel, regardless of unit assignment. The DC will assume his weekday duties at 1700 and end the next day at 0900. Weekends/holidays the DC is on call 24 hours a day.

3. The DC will begin the tour by opening the Log (DA Form 1594). The form will be completed as per the example given in the Log Book. The DC will contact the Bayne-Jones Army Community Hospital Administrative Officer of the Day (AOD) at 531-3118/3119/3865 and the Field Officer of the Day (FOD) at 531-1725/1727 everyday NLT 1730 to ensure that those individuals have the correct DC name, cell phone number is 658-1414, pager number is 297-4988, and note the same in the Log Book.

4. The uniform for the DC responding to calls is BDUs. Should the DC have to visit Bayne-Jones Army Community Hospital (BJACH), the DC will wear ID badge provided with the Duty Kit.

5. If the DC encounters a situation in which he feels that follow-up is required, he will inform the appropriate unit chaplain the next duty day. The unit chaplain will provide appropriate follow-up.

6. Should there be a serious incident, e.g. death of a soldier, on post family member, MASCAL, the DC will immediately notify the Command Chaplain (CC). If the CC cannot be contacted, the DC will notify the Deputy Installation Chaplain.

7. The completed Duty Log will be given to the Administrative Assistant or Deputy Installation Chaplain upon conclusion of duty.

8. Instructions on how to contact the Catholic Chaplain in case of an emergency are found in Section 2 of the Duty Book.

9. The DC is also responsible for assigning funeral duty if a request from Casualty Assistance comes in after duty/weekends/holidays. The instructions for this are found in Section 5 of the Duty Book.