



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

AFCS-CH

27 June 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FORSCOM Command Chaplain Critical Incident Notification

1. References:

- a. AR 165-1, Army Chaplain Corps Activities, 23 June 2015.
- b. Memorandum HQDA, DACH-ZCS, 18 June 2020, Subject: Chaplain Corps Critical Incidents Notification.

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 as soon as possible 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: The following events involving Chaplain Corps members require FORSCOM Command Chaplain Critical Incident Notification:

- a. Death or life-threatening injury/illness, to include attempted suicide.
- b. Missing, wounded, or killed in action.
- c. Adverse legal actions to include arrest/apprehension, initiation of felony criminal investigation or DUI. All reports of alleged sexual harassment, assault, or sexual misconduct. Initiation of any commander's preliminary inquiry/15-6 investigation, informal, formal EO complaint, suspension, and on notice of relief for cause.

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d. Critical injury, serious illness, death of a spouse or dependent.

e. Potential adverse media coverage.

f. 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 (LTC) 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 18 June 2020.

9. The POC for this memorandum is Dr. Alejandro Vergara at office: 910-570-7813, cell: 562-360-388 or via email alejandro.o.vergara.civ@mail.mil.

1 Encl
1.CCIN Format

DAVID A. BOWLUS
Chaplain (COL) USA
Command Chaplain

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