



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: Memorandum of Instruction for the Order of Titus Award

1. Purpose: The purpose of this memorandum is to establish policy for eligibility, consideration, and award of the Order of Titus Award.
2. Background: The US Army Forces (FORSCOM) Command Chaplain annually awards the Order of Titus to recognize outstanding service to the Chaplain Corps by Religious Support Observer Controller/Trainers (RS OC/Ts). The award highlights the critical role that doctrinally-based and battle-focused training plays in preparing Chaplains and Religious Affairs Specialists/NCOs to deliver religious support (RS) to the Army. The FORSCOM Command Chaplain is responsible for the Order of Titus program. He/she is responsible for overseeing the nomination, the approval process, and serves as the executive agent and execution authority.
3. History: The founders of this Order used the Letter to Titus 1:5, 2:1 as a motivation for excellence. "The reason I left you behind was to complete what still needed to be done .... You, however, must teach what is appropriate to sound doctrine." The name of the Order of Titus also echoes the personal courage displayed by the only Religious Affairs NCO to ever receive the Medal of Honor, Corporal Calvin P. Titus, Company Echo, 14<sup>th</sup> Infantry regiment, for his actions *above and beyond the call of duty* in combat during the Boxer Rebellion in Peking, China on 14 August 1900. Moreover, the Order highlights the role doctrine and training plays in RS.
4. Eligibility: The following personnel are eligible for nomination:
  - a. Chaplains and Religious Affairs NCOs who successfully complete at least 24 months, ten consecutive rotations, or a scheduled tour of duty as RS OC/Ts at either the Mission Command Training Program (MCTP), the National Training Center (NTC), the Joint Mission Readiness Training Center (JRTC), or the Joint Multinational Readiness Center (JMRC).
  - b. Chaplains and Religious Affairs NCOs who successfully complete at least 24 months, ten consecutive rotations, or a scheduled tour of duty as USAR RS OC/Ts or ARNG RS OC/T at a First Army Mobilization Training Center (MTC), Combined Arms Training Brigade (CATB), or Multinational Training Brigade (MFTB) under the aegis of First Army.

AFCS-CH

SUBJECT: Memorandum of Instruction for the Order of Titus Award

c. The Senior Task Analyst, Training Development Division (TDD) and Capability Development Integration Directorate (CDID) Studies and Experimentation NCO who successfully completes 12 to 24 months or a tour of duty at the United States Army Institute for Religious Leadership (USA-IRL) in support of the Combat Training Centers (CTCs). These two positions are critical in supporting Unit Ministry Teams/Chaplain Sections in lessons learned, doctrine and collective task integration as FORSCOM trains and validates units for combat.

d. Nominees must not be flagged or pending adverse actions and must have served honorably during their tenure as an RS OC/T, Senior Task Analyst, and Studies and Experimentation NCO.

#### 5. Procedures for Nomination and Approval:

a. Senior RS OC/Ts at each of the Army CTCs (NTC, JRTC, and JMRC), First Army training brigades (MTC, CATB, and MFTB), MCTP or USAR, 84<sup>th</sup> Training Command will annually nominate qualified personnel for the Order of Titus. Submit a PDF portfolio per nominee. The nomination packet must include the following documents as applicable and in the order below:

(1) Memorandum signed by Commander Operations Group (COG)/Deputy Commander Operations Group (DCOG) certifying completion of 24-month tour, ten consecutive rotations, or successfully scheduled tour of duty as RS OC/T.

(2) Memorandum signed by the USA-IRL Commandant certifying successful completion of 12 to 24 months or a tour of duty at the USA-IRL in support of the CTCs.

(3) Memorandum signed by Operations Group Senior RS OC/T with detailed narrative noting nominee's accomplishments in rotational training, teaching, coaching, mentoring, and/or significant contributions to the development of Army RS doctrine and training.

(4) ORB/SRB with individual's assignment/dates of service as RS OC/T. Paragraph and line number must match authorization and coding as an OC/T.

(5) Certificate of completion from Observer/Controller Academy.

(6) Copy of APFT/ACFT card with HT/WT indicated (attach DA Form 5500/5501 if applicable).

b. Next higher technical chain Chaplain will submit nomination packets for the Senior RS OC/T Chaplain to the Keeper of the Order, (FORSCOM Chief Religious Affairs NCO) according to the template below.

AFCS-CH

SUBJECT: Memorandum of Instruction for the Order of Titus Award

- (1) MCTP – Command Chaplain, Combined Arms Center.
- (2) NTC and JRTC – Chief of Operations and Sustainment Chaplain, FORSCOM.
- (3) MTC, CATB, and MFTBs – Command Chaplain, First Army.
- (4) JMRC – Command Chaplain, US Army Europe and Africa.
- (5) USA-IRL – Commandant or Command Sergeant Major.

c. The Keeper of the Order must receive nomination packets with endorsements no later than 31 October each fiscal year.

d. Packets must be complete. Packets with missing documents must have a justification memo for each missing document. Incomplete packets will be returned without action. The Keeper of the Order will convene an advisory panel consisting of officers and enlisted Order of Titus members from across the Army in order to vote on and recommend induction of new members into the Order of Titus. He/she will provide guidance on voting and nomination packets. The senior active duty RS OC/T Titus member or his/her designee will chair the panel. A minimum of five Order of Titus members will sit on the panel. The panel may be conducted in person, telephonic, Microsoft Teams, or any other medium that facilitates this meeting. Each member of the panel will review and consider each nomination for sufficiency and certification of merit, then forward their slate of recommended awardees to the Keeper of the Order.

e. Out of cycle nominations will be handled directly by the FORSCOM Command Chaplain.

f. The Keeper of the Order will then forward each endorsement, the final slate of recommended awardees and all completed packets to the FORSCOM Command Chaplain.

g. All recommendations, regardless of approval/disapproval are forwarded to the FORSCOM Command Chaplain who holds the authority to approve the Order of Titus. Any disapproved packet will be accompanied by a short narrative explaining the reasons for negative recommendations.

## 6. Coordinating Instructions:

a. The FORSCOM Chief Religious Affairs NCO will serve as the Keeper of the Order. The Keeper of the Order will perform the following tasks on behalf of the FORSCOM Command Chaplain:

AFCS-CH

SUBJECT: Memorandum of Instruction for the Order of Titus Award

(1) Prepare award certificates for the FORSCOM Command Chaplain's signature in sufficient time to facilitate presentation at the next OC/T Training and Assessment Forum, or equivalent training event. Any inductees who cannot be present at the event will receive their award through their respective commands. Notification and coordination through the FORSCOM Command Chaplain is required prior to any presentation outside the designated venue.

(2) Attend all events at which Order of Titus are being awarded and serve as NCOIC of the ceremony to ensure standardization in the execution of the program.

(3) Coordinate with the event project officer to ensure an appropriate location and dignified manner of the Order of Titus presentation.

(4) Ensure the Order of Titus display located in Titus Hall at the USA-IRL is updated in a timely manner after the presentations to accurately reflect new inductees, coordinate with USA-IRL CSM for logistical support.

b. The FORSCOM Command Chaplain or his/her designated representative will personally present each Order of Titus to recipients at the OC/T Training and Assessment Forum or designated event.

#### 7. The Medallion:

a. The medallion is designed using the ancient symbol for Titus as the emblem. The medallion is approximately two inches in diameter, 1/16 inch thick of a heavy bronze-like metal that has been antiqued. On the front side of the medallion are pillars and Order of Titus in raised letters. The reverse side has a number inscribed. The medallion is attached to a 1 ½ inch wide black neck ribbon permitting it to be worn at branch and combined arms formal occasions.

b. The American Lapel Pins and Emblem, Company, 807 E. Sul Ross., Avenue, Alpine, Texas 79803, was awarded the original contract and is to be the holder of the die for future orders. The FORSCOM Chaplain Office will provide funds for future orders.

#### 8. The Certificate:

a. The certificates are printed on Southworth Gold Parchment Paper. A Regimental Chaplain Crest is printed on top and center of each certificate.

b. The gold seal is an Avery 2" round notarization label and is placed on the lower left corner and then imprinted with the notary seal.

AFCS-CH

SUBJECT: Memorandum of Instruction for the Order of Titus Award

c. The signature block of the FORSCOM Chaplain is printed on the lower right corner.

9. POC for this memorandum is SGM Keisha Archer, FORSCOM Chief Religious Affairs NCO at COMM: 910-570-7802, DSN: 670-7802, or email: keisha.d.archer.mil@army.mil.

DAVID A. BOWLUS  
Chaplain (COL) USA  
Command Chaplain

DISTRIBUTION:

U.S. Army Europe and Africa, Command Chaplain  
U.S. Army Combined Arms Center, Command Chaplain  
U.S. Army Reserve Command, Command Chaplain  
First Army, Command Chaplain  
U.S. Army Institute for Religious Leadership, Commandant  
National Guard Bureau, Staff Chaplain  
Mission Command Training Program, Staff Chaplain  
National training Center, Brigade Unit Ministry Team Trainer Chaplain  
Joint Readiness Training Center, Brigade Unit Ministry Team Trainer Chaplain  
Joint Multinational Readiness Center, Brigade Unit Ministry Team Trainer Chaplain

CF:

U.S. Army Office of the Chiefs of Chaplain, Executive Officer