



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
2405 GUN SHED ROAD
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223

IMRS

18 May 2018

MEMORANDUM FOR Garrison Command Designated Entity responsible for conducting background checks

SUBJECT: Position Description for Chaplains and Religious Affairs Specialists Working with Children/Youth

1. Per Field Manual 1-05, para 1-21, "Teaching and management of religious education includes the oversight and teaching of unit religious education programs (such as single-Soldier Bible studies or fellowships), catechetical or confirmation classes, and chapel men's and women's groups." These activities can and do involve children/minors under age 18.
2. Military personnel, including Chaplains and Religious Affairs Specialists, who are providing essential elements of religion which include work with children and youth as a part of their duty must submit to a background check in accordance with AD 2014-23, Enclosure 3.5c.
3. One requirement for the background check is a Position Description. Since there is no formal Position Description for Chaplains or Religious Affairs Specialists who work with children as part of their assigned duties, this memorandum should be accepted as meeting the requirement.
4. Chaplains and Religious Affairs Specialists might be involved in religious support activities involving children, who are not in the line of sight of their parents/guardians. Examples include, but are not limited to:

Vacation Bible School	Unit Family Events
Religious Education Programs	Unit Strong Bonds Events with Children
Chapel Events and Activities	Unit-Hosted Community Events
Providing Transportation for Youth Events	Counseling Activities involving Minors
Children Church	Rites, Ordinances and Sacraments

5. POC for this Memorandum of Instruction is Donald E Ericson II, HQ IMCOM Religious Education Program Director, donald.e.ericson.civ@mail.mil, 210-466-0726.

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