



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, INSTALLATION MANAGEMENT COMMAND
2405 GUN SHED ROAD
FORT SAM HOUSTON, TEXAS 78234

IMRS

14 June 2018

MEMORANDUM FOR Garrison Chaplains and Directors of Religious Education

SUBJECT: HQ IMCOM Annual Training and Continuing Education Guidance for Religious Education Directors' Professional Development

1. The Chief of Chaplains (CCH) has directed all Army Religious Educators in the GS-1701 series be re-certified annually as a condition of continued employment and as a means of maintaining the highest possible standard of professionalism in the administration and conduct of religious education programs in the United States Army.

2. To qualify for annual re-certification Director of Religious Education (DRE) must complete a minimum of five (5) Continuing Education Units (CEUs) per year IAW AR 165-1, 5-2g. The CEU yearly requirement will coincide with the DRE's yearly evaluation period. Failure to complete the required number of CEUs will be reflected in the DREs evaluation.

3. The following Installation Management Command policy guidance outlines the procedures by which Army Religious Educators may meet the re-certification requirements.

4. Attendance at Chief of Chaplains (CCH) Annual Religious Education Training is required training for all invited Army Religious Educators. (AR 165-1, 5-2g) Because the Religious Education Training is a significant element of the Army Religious Educator annual certification requirement, Garrison Commanders and Garrison Chaplains will make every effort to ensure all DREs are able to attend. Absence must be excused by exception and approved by the Command Chaplain, Headquarters, Installation Management Command (HQ IMCOM). The appropriate number of CEUs will be awarded for attendance at the training. Exemption from the Religious Education Training does not exempt or reduce the number of required CEUs for annual recertification.

4. In addition to participating in the Annual Religious Education Training, DREs can receive CEUs for attending one of the following approved training opportunities:

a. Participation in a pre-approved professional religious educator's training conference including, but not limited to, the Religious Education Association (REA), Association of Presbyterian Church Educators (APCE), Christian Educator's Fellowship (CEF), The Network for Christian Formation (FORMA) International Christian Education Association (ICEA), Jewish Educators Assembly (JEA), Los Angeles Religious Education Congress (LAREC), Lutheran Association of Christian Educators (LACE), and Life Long Faith Associates.

b. Completion of any approved Army Civilian Education System (CES) course (Foundations, Basic, Intermediate and Advanced), or any pre-approved Training, Capability, and Doctrine Warfighting Developers Career Program 32 (CP-32) training.

c. Attendance at an pre-approved Chaplain training event sponsored by the installation,

SUBJECT: Continuing Education Credits for Annual Certification Requirements for Directors of Religious Education Professional Development.

directorate, IMCOM, or OCCH, such as attendance at a Chaplaincy Annual Sustainment Training (CAST) and local Unit Ministry Team (UMT) training. CEUs for UMT training will be awarded at the end of the calendar year based on number of training hours attended as certified by the Garrison Chaplain Training Manager.

d. Participation in a pre-approved seminary/graduate theological institution continuing education training event on a topic pertinent to religious education and/or faith formation.

f. Completion of an approved Army Religious Education (ARE) professional development training support packet or directed reading assignment.

5. The awarding of CEUs will be the sole responsibility of the Religious Education Program Director (REPD), at HQ IMCOM. One (1) CEU may be awarded for every 10 hours of approved training. One (1) training hour is equivalent to one tenth (0.1) of a CEU. Breaks, meals, receptions, and other non-training activities will not be included.

6. Questions regarding whether or not a particular training will qualify for CEUs should be addressed with the REPD in advance. The number of CEUs to be determined by the REPD. Submission of documentation for CEUs will be the responsibility of the individual DRE. Request for CEUs must be submitted to the REPD. Up to 5 CEUs, beyond the 5 required annually, may be carried over and credited into the following year.

7. The requirement for the completion of five (5) CEUs per calendar year establishes a Chaplaincy career-long commitment to life-long learning, and significantly enhances the overall professional standards of Army Religious Education Program. Failure to complete the annual CEU requirement the first time will result in official IMCOM notification to the employee and his/her supervisor. A second failure will prompt a recommendation that the supervisor document the non-compliance in the employee's next annual performance evaluation.

8. POC is Donald E Ericson II, HQ IMCOM Religious Education Program Director, at donald.e.ericson.civ@mail.mil, or at 210-466-0726.

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