

Check List - MISSION CHAPLAIN

- 1. Obtain briefing from the Incident Commander. Maintain contact with *him/her* during the mission to receive current information on the mission status.
- 2. Discuss with the incident Commander a place where you can do private counseling with families of victims or with distressed mission personnel.
- 3. After checking with the Incident Commander, coordinate, as needed, your pastoral concerns with clergy of the family(ies) who are the subject of the search.
- 4. Be prepared to accompany the Incident Commander or *his/her* designated representative, to visit the family in the event of a casualty notification.
- 5. Keep family members away from the mission base and from interfering with ongoing search activities.
- 6. Be alert to the *spiritual/physical* needs of mission personnel especially during long missions.
- 7. Discuss with Incident Commander and arrange a time and place for religious services or observances on Sundays or other Holy Days of obligation.
- 8. Notify other CAP chaplains and call them in to assist you or put them on telephone standby, especially during missions that last more than one (1) day or missions that involve several victims. Ensure that proper briefings are given to all chaplain service personnel who assist you.
- 9. Prepare an after action report of all pastoral ministry provided during the mission. A copy of this report is to be given to the Incident Commander who will include it in *his/her* report on all staff functions. Send a separate copy of your report direct to:

National Staff Chaplain
105 South Hansell Street
Building 714
Maxwell AFB AL 36112-6332

or fax a copy to 334-953-6002. (Appendix B of CAPP 221-A, *Chaplains Helping Chaplains*, contains a sample of an after action report.)